

Register a visitor at Lelystad Airport

Do you want to bring someone with you to airside? This is allowed when:

- You are in the possession of a Lelystad Airport pass
- This person is stated on a boarding pass (for a passenger on a flight)
- This person is registered at Lelystad Airport and carries a visitor's pass.

Visitor is a passenger

If the visit concerns passengers on a flight, you can fill in the boarding pass with the details of the passenger(s). You can print this document or carry it with you digitally. You can find the boarding pass at www.lelystadairport.nl/badgecenter

Visitor is not a passenger

If the visit concerns someone who will not attend a flight, this visitor must be registered at Lelystad Airport via the visitor form. Please send this form 24 hours in advance to the badge center via toegangszaken@lelystad-airport.nl. Visitor passes can also be requested ad-hoc but you may have to wait for a while before the passes can be issued.

Register a visitor (not a passenger) step by step:

1. Complete the "visitor registration" form. You can find this form at www.lelystadairport.nl/badgecenter
2. Enter the information of the person who will supervise the visitor, and the reason of the visit.
3. Under 'visitor information' enter the initial(s), surname, date of birth and number of identity document (ID-card or passport, a driver licence is **NOT** a valid proof of identity at an airport)
4. If a vehicle must be taken to airside, you must also fill in the licence plate
5. Send this filled in form to toegangszaken@lelystad-airport.nl

Collecting the visitor's pass:

When picking up the visitor's pass, it is necessary that you as supervisor are also present. Your passnumber will be checked with the application and we need a signature for declaring that you will supervise the visitor all the time. The visitor must bring his/her identity document so this can be checked with the request.

The visitor will then be given a visitor's pass, and if necessary also a vehicle visitor's pass. The application form is printed twice, once for the Badge Center and one for you as supervisor. If you are checked by an airport authority, you can show this form to prove that the visitors are authorised on airside.

At the end of the visit you must return the visitor passes to the Badge Center. A visitor pass can only be issued for one day. If your visit needs access to airside for several days in a row, you must pick up a new visitor's pass every day.

Note: Your visit must always be under your supervision.

If the Badge Center is closed, the visitor passes can be picked up at the counter in the General Aviation terminal.