



Cork Airport Authority
Access & Identification Centre
Cork Airport

APPLICATION PROCESS FOR AIRPORT IDs

Complete ID-1 Application Form

All parts of the form must be filled out and this document must be approved by an authorised signatory

Complete & sign
Garda Vetting Application Form
&
BSAT Form ID – 7

Applicant must produce 2 original forms of identification including 1 photo ID

i.e. Passport, Driving Licence, Birth Cert.

These forms should be brought to the Access & Identification Centre (AIC) by the applicant where they will be processed and sent to An Garda Síochána for checking.

Note: You should allow at least 4 to 6 weeks for processing.

Forms are sent to An Garda Síochána on Wednesday at 12am; missing this day & time will result in the application being delayed until the following Wednesday.

NO security clearances will be processed/forwarded outside this time frame

Non Irish applicants & persons who have worked/lived abroad for 6 months or more (inc. travelling for long duration) must provide a Police Certificate of Character from their local National Police Force indicating that they have no criminal convictions and are of good character

Photocopies not accepted

Upon successful receipt of the Security Clearance from An Garda Síochána, the applicant will be approved to be issued with their ID card and may return to the AIC for collection, etc. The applicant must produce the original of one of their identification documents submitted for security clearance at the time of ID issue and sign ID-1 form acknowledging receipt of ID, etc.