

Staff: If it is likely that your visitor will be given access to sensitive or confidential information in the course of their visit, they should sign an Undertaking of Confidentiality (available from Security Liaison) in advance of access being given.

DAY PASS APPLICATION FORM

Date of Visit	
Department Visited	
Person Visited	
Surname	
Title (select from Drop Down list)	
Surname at birth	
First Names	
Place of birth	
Date of birth	
Nationality	
Permanent Address	
Temporary Address	
CONTRACTOR'S	
Business Name	
Business Address	
Have you had any previous convictions / cautions? <i>(Please tick the appropriate box)</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

PNC CHECKED

NOTES FOR GUIDANCE						
<p><u>Please do not alter or edit this form in any way</u></p> <p>These details are required a minimum of 2 working days prior to the visit.</p> <p>A separate form MUST be submitted for each visit.</p> <p>ALL visitors to Buckingham Palace and Windsor MUST provide a minimum of two forms of identification which will:</p> <ul style="list-style-type: none"> • Confirm FULL NAME (e.g. Driver's Licence, Birth Certificate or Passport) • Confirm DATE OF BIRTH (e.g. Driver's Licence, Birth Certificate or Passport) • Confirm CURRENT ADDRESS (e.g. Driver's Licence or Utility Bill) <p>One of the documents MUST be photographic</p> <p>One of the following documents will be accepted as photographic evidence of ID:</p> <table style="width: 100%; border: none;"> <tr> <td>Valid Passport (any nationality)</td> <td>Valid EU identity card</td> </tr> <tr> <td>Driving Licence (photo card)</td> <td>Firearms Certificate</td> </tr> <tr> <td>Credit Card with photo</td> <td>MOD 90 (Forces ID card)</td> </tr> </table> <p>Failure to meet the above requirements may result in entry being refused.</p> <p>The information you provide on this form will be processed for security purposes only and in accordance with the Data Protection Act 1998. It will be utilised only by the Royal Household, Royal Collection Trust, Royal Collection Enterprises Limited, the Balmoral Estates or the Sandringham Estates as appropriate, and will not be passed to any other external body or third party, except where there is a legal or regulatory requirement to do so. The information supplied is not held on file, but is destroyed after processing.</p> <p>I declare that all the information that I have given is true and complete to the best of my knowledge and belief.</p> <p>Signed.....Date.....</p>	Valid Passport (any nationality)	Valid EU identity card	Driving Licence (photo card)	Firearms Certificate	Credit Card with photo	MOD 90 (Forces ID card)
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