

**HMS COLLINGWOOD OFFICERS' ASSOCIATION
AMENITY PASS APPLICATION / RENEWAL FORM**

1. APPLICANTS DETAILS

Amenity applied for:	HMS COLLINGWOOD Officers' Association	Insert Passport Size Photo
Title (e.g. Mr, Mrs, Miss):		
Surname:		
Given Names (in full):		
Date of Birth:		
Postcode:		
Home Address:		
Mobile Tel Number: (if none, Home No)		
Place of Birth:		
Nationality:		

2. IDENTITY VERIFICATION

To fulfil the identity verification and access control requirements of Establishment Security Orders and JSP 440, Chapters 3.2.2 (previously 6.2.1) and 5.5.3 (previously 7.5.3), you are required to produce the following documents at the time of application:	
UK Nationals A valid UK Passport <u>or</u> two of the following; A nationally recognised photographic identity (e.g. UK driving licence). Proof of residence e.g. utility bills, council tax bill.	Foreign Nationals Valid Passport, together with documentation confirming immigration / residency status. National identity Card. Proof of residence e.g. utility bills, council tax bill.
Please note that international driving licenses will not be accepted as a means of identity.	

3. DOCUMENTS PRODUCED (To be completed by amenity sponsor)

Document Type	OA Mess Number	Date of Issue / Expiry
<i>Existing Wardroom/OA Member</i>	<i>99-</i>	<i>(Not required)</i>

4. CAR PASS APPLICATION

Vehicle details			
Vehicle 1 Registration:		Vehicle 2 Registration:	
Make:		Make:	
Model:		Model:	
Colour:		Colour:	

5. REFERENCES (NOT REQUIRED FOR OA MEMBERS)

Provide the details of 2 x Referees who <u>may</u> be contacted (by the sponsor) to support this application (this cannot be a relative or spouse):			
Name:		Name:	
Address:		Address:	
Tel Number:		Tel Number:	
Time Known:		Time Known:	
Relationship:		Relationship:	

6. AMENITY SPONSOR DECLARATION

Title:	<i>Commander</i>	Amenity Sponsor Stamp
Full Name:	<i>Derek Coombes</i>	
Position:	<i>Secretary, HMS COLLINGWOOD Officers' Association</i>	
Amenity Tel Number:	<i>02392510847 / 07710625674</i>	
I, the amenity sponsor, certify that I have sighted and checked all necessary documentation to validate the identity of the applicant and confirm that they are entitled to hold the named amenity pass.		
Signature:		Date:

7. APPLICANT DECLARATION

1. I confirm that I have read, understand and agree to the pertinent sections of HMS Collingwood Security Orders (amenity sponsor to advise).
2. I understand that my security pass must be displayed at all times.
3. There is no reason, including ongoing criminal investigations, past convictions (military or civil) why my suitability to have access to HMS Collingwood would be questioned.
4. I accept that the following restrictions apply to my vehicle in HMS Collingwood:
 - a. That the vehicle is parked entirely ay my own risk.
 - b. That I can only park in authorised parking areas and not within 25 metres of buildings.
 - c. That the speed limit is 20 mph or as directed.
 - d. That I must not overtake marching classes.
5. I understand that insufficient or incomplete applications will be returned for correction and the establishment cannot be held responsible for any delay incurred as a consequence of this.
6. I understand that, in accordance with JSP 440 3.3.2 (previously 6.2.1), the details I have disclosed on this form will be held by the Establishment Security Office for the duration that my amenity pass is valid.
7. I understand that my amenity pass may be removed at any time.

Applicants Signature:	
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Date:	
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Security Admin Stamp and Signature

PERSONAL DATA. Personal data is kept to ensure that contact can be maintained with members. Personal data will be destroyed upon leaving the OA and your own data holdings will be made available to you on request. More detail can be found in our Privacy Notice published at www.hmscoa.org