

## ID CENTRE APPOINTMENTS

<b>OAN REF: -</b>	17/20	<b>DATE OF ISSUE: -</b>	25 <sup>th</sup> March 2020	<b>EFFECTIVE DATE:-</b>	27 <sup>th</sup> March 2020
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Please be advised that from Friday 27<sup>th</sup> March the ID Centre will be operating an appointment's only system. This is for all types of passes, including temporary and permanent personnel passes and vehicle permits. The purpose of this is to restrict the number of individuals in the ID Centre at any given time.

When attending the ID Centre please could we ask all persons to ensure that they observe the 2m social distancing requirements. If you are early for your appointment you may be required to wait outside the centre to allow others to finish their appointment first.

As a reminder, passes should only be requested for urgent operational requirements. All tours, visits or non-critical activities should be postponed wherever possible.

To book your appointment please contact the ID Centre on [emapassoffice@eastmidlandsairport.com](mailto:emapassoffice@eastmidlandsairport.com).

**END**

OPERATIONAL ADVICE NOTICE

<b>Originator:</b>	Compliance Manager – Operations and Safety	<b>Confirmed by:</b>	Head of Compliance and Business resilience
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