**Receipt Form for return of ID Passes to Gatwick ID Centre**

**Please return this receipt form and ID passes to**

ID Centre

Ground Floor

Ashdown House

Gatwick Airport

RH6 0NP

**Section 1 – Please complete all details before attending ID Centre to avoid delay**

**Company Prefix & ID No Hotstamp No Surname Forename**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

**Total number of ID Passes returned as listed above** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**As Authorised signatory, I confirm that airport access is no longer required for the ID Passes and people named above**

|  |  |
| --- | --- |
| Authorised Signatory name: | |
| Authorised Signature: | |
| Company name: | |
| Contact number: | Email Address: |
| Date \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ | |

**Office Use only**

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| --- |
| Receipt and passes returned and checked by ID Centre staff name :  Passes cancelled on CEM: Yes I IDC Staff Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |