

Help Guide

Full Airside ID Pass Applications on IDGateway

Introduction

This step by step help guide in conjunction with the Guidelines will help you to complete your Full Airside ID Pass Applications for Aberdeen, Glasgow and Southampton airports.

Completing your application right first time will enable the ID Security Audit Team to process your application first time, allowing your applicant to receive their airside pass quickly and efficiently.

If you have any queries or require further assistance, you can contact us on 0141 842 7640 or 7570 or at glaidreferencing@glasgowairport.com

Useful Links

- Disclosure Scotland (Criminal Record Certificates) - <https://www.mygov.scot/basic-disclosure/apply-for-basic-disclosure>
- (Overseas Criminal Record Certificates) - <http://www.sia.homeoffice.gov.uk/Pages/licensing-overseas-checks.aspx>
- CAA (info on Certificate of Disregard and Disqualifying Convictions) - <https://www.caa.co.uk/Commercial-industry/Security/Regulation/Criminal-record-checks>
- Right to Work - <https://www.gov.uk/government/organisations/uk-visas-and-immigration>
- Companies House - <https://www.gov.uk/get-information-about-a-company>
- Glasgow Airport (Reference Templates/Applicants Declaration (security interview)) - <http://www.glasgowairport.com/corporate/id-centre/>
- Southampton Airport (Reference Templates/Applicants Declaration (security interview)) - <http://www.southamptonairport.com/id-centre/id-centre/>
- Aberdeen Airport (Reference Templates/Applicants Declaration (security interview)) - <https://www.aberdeenairport.com/about-us/doing-business-with-us/id-centre/forms-and-templates/>

PASS TYPE

- Under “Pass Type” select Full Airside ID pass from the drop-down box. (Only Full Airside passes are processed by the ID Security Team, all other passes are processed through the ID Centre),
- Under “Applicant Name” type in applicants name, then click the “Continue” button.

Note: If you think your applicant has already been through the IDGateway process for your company then you can type the persons name to enable you access to their previous details.

https://app.idgateway.co.uk/portal/newapplication?id= Create New Application

Create New Application Help Settings Logout

IDGateway

Dashboard Make an Application People Vehicles Appointments

MY WORK
5 Incomplete
1 Awaiting Signatory (Queued)
1 Rejections

PROVIDE FEEDBACK
Have a suggestion for IDGateway? Please let us know, click here.

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Make an Application

Using the below form select the Airport, Pass Type and Prefix that you wish to apply to this Application.

Fields with * are required

Airport *
Glasgow International Airport

Pass Type *
Select the Application Pass Type
Full Airside ID Pass

Prefix *
GLT

Search for the person in IDGateway®.
If there is already a record for this person IDGateway® can speed up the application process for you. If the person is shown click on their name, otherwise click the Continue button

Applicant Name *
Search to see if IDGateway® already knows about this person

Continue →

- You now have the option to invite the applicant to complete their own details within a specific timeframe if you want to select this option select “yes” from the drop down list. **NOTE: This is not the option we would recommend.**
- Tick the box to confirm you have understood the new GDPR regulations then click “continue”.

Note: The blue box at the bottom of the screen will inform you of the signatories who are able to submit the application once completed.

https://app.idgateway.co.uk/sponsor/newapplication?id= Create New Application

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There aren't any existing applications matching that name. You will be creating a new application.

Would you like to ask the applicant to securely provide their personal, identity and visa details?

IDGateway® are trialing a new product which allows you to request the applicant to provide some of the information required for this application, using a secure and GDPR compliant online portal. During this trial, we are providing this service at no cost for a limited time.

Requesting an applicant to provide their personal details using this service is easy:

- You provide the applicant's email address.
- The applicant received a unique link via email to provide their personal information.
- The applicant enters their personal information, and uploads a copy of their identity document.
- Their information is transferred securely into IDGateway® and is visible on your dashboard and can be used to complete the remaining application.

If you do not want to use this service, You can continue with the rest of this form and complete the application as normal.

Invite Applicant *

Select

As the Authorised User for GLASGOW TESTING, when creating an application for a person, I confirm that the applicant is aware that their personal data will be shared with Glasgow International Airport and IDGateway Limited for the purpose of obtaining an Glasgow International Airport ID Pass and has been made aware of how their data will be used, processed and stored. *

Something not quite right? [Click here to start again.](#)

The following Signatories will be able to sign this Application

Fred Gibb

Continue >

- You now have the option to choose who should have access to each application. You don't have to make any changes here if happy with access levels.

The screenshot shows a web browser window with the URL <https://app.idgateway.co.uk/sponsor/applicationaccess?uid=12370786>. The page title is "Set who can view this GLA Full Airside ID Pass".

Left Sidebar:

- Make an Application** (with a plus icon)
- People** (with a dropdown arrow)
- Vehicles** (with a dropdown arrow)
- Appointments** (with a dropdown arrow)

MY WORK:

- 3 Incomplete
- 1 Awaiting Signatory (Queued)
- 1 Rejections

PROVIDE FEEDBACK:

Have a suggestion for IDGateway? Please let us know, click here.

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Main Content Area:

Set who can view this GLA Full Airside ID Pass

Using the below form, de-select any users within your organisation that you do not wish to be able to view this application. [Return to Application](#)

These settings can be changed at any time using the **Selective Access** link at the top of the application form.

You cannot disable your own access, and you must select at least one authorised signatory.

Filter Users...

[Show Signatories Only](#) [Deselect all visible](#) [Reset Filter & Templates](#)

Template

Filter the current user list by a defined template. Please be aware that changes to templates will affect this, and any future applications, but will not affect any existing applications.

Select Below

[Save and Proceed](#)

Set access for additional users

[Click on the users to select/deselect them.](#)

GIBB FRED SIGNATORY ✓	JOHNSTONE MARGARET NON-SIGNATORY ✓	TAINSH CATRIONA NON-SIGNATORY ✓
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[Save and Proceed](#)

PRIMARY DETAILS

- Under “Gender” select “Male” or “Female”,
- Ensure that the applicants Forename, Surname and middle name (if applicable) match exactly as per their ID,
- Date of Birth must also match exactly as per the applicants ID,
- Select Country of Birth, as per the applicant’s ID from the drop-down box,

The screenshot shows a web browser window with the URL <https://idgateway.co.uk/sponsor/application?uid=112757>. The page title is "IDGateway - Application Sp...". The browser tabs include "Web Slice Gallery", "viewdocument", and "IDGateway - Summary Re...".

The application form is for "JOSEPH KING" and is for a "Full Airside ID Pass". The status is "Incomplete".

The "Primary Details" section is highlighted with a red box. It contains the following fields:

- Gender ***: A dropdown menu with "Select..." as the current selection. The instruction is "Exactly as it appears on their Identity Document".
- Forename ***: A text input field containing "JOSEPH". The instruction is "Given name, exactly as it appears on their Identity Document".
- Surname ***: A text input field containing "KING". The instruction is "Surname or family name, exactly as it appears on their Identity Document".
- Middle Names**: A text input field. The instruction is "All middle names, exactly as they appear on their Identity Document".
- Previous Surnames / Maiden Names**: A text input field. The instruction is "Previous surname or family name used by the Applicant".
- Date of Birth ***: A date input field. The instruction is "DDMMYY. Exactly as it appears on their Identity Document". An example "DDMMYY e.g. 23JUN16" is provided.
- Country of Birth ***: A dropdown menu with "Select..." as the current selection. The instruction is "Country Applicant was born in, not nationality. Exactly as it appears on their Identity Document".

On the right side of the form, there is an "Items for Attention" section with a "More Info" link and the text "There are no items which require attention on this application".

The left sidebar contains navigation options: "Make an Application", "People", "Incomplete", "Awaiting Signatory", "ID Security", "Rejections", "Pending Withdrawal", "Signatory Training", "Full", "Temporary", "Vehicles", and "Appointments".

At the bottom, there is a "MY WORK" section with a progress bar and a "PROVIDE FEEDBACK" section with contact information.

- Under “Nationality” please insert as it appears on the applicants ID, however note that if the ID is from another country e.g. France and the nationality is Francais on the ID, then please ensure this is entered in English i.e. “French”,
- “Daytime Phone Number” – Enter the applicants phone number preferably a mobile number,
- “E-mail Address” this is optional but again enter the applicants e-mail address not the signatories,
- “Security Interview” – Select “yes” from the drop-down box then click “Continue” (if “no” is selected then this will prevent you from submitting the application). **NOTE: The security interview must be fully completed and signed by the applicant, and carried out within 60 days of submitting the application and uploaded into the system.**

Application for: JOSEPH KING

Airport: GLA

Prefix: GLT

Pass Type: Full Airside ID Pass

Status: Incomplete

History

Nationality *
Applicant's current nationality, exactly as it appears on their identity document

Daytime Phone Number *
Working phone number for the Applicant

Email Address
Please enter a working email address for the Applicant.

Security Interview *
Have you completed a security interview for this applicant?

Security Interview Notes

Continue >

CURRENT ADDRESS

- When you select "United Kingdom and Channel Islands" you will get the option to use the postcode finder, however please note that not all addresses in IDGateway are accurate and this could lead to potential rejections, therefore we would recommend you enter the address manually.

The screenshot displays the Glasgow Airport IDGateway application interface. The top navigation bar includes the Glasgow Airport logo and a table with application details:

Application for:	Airport:	Prefix:	Pass Type:	Status:
LEWIS CAPALDI	GLA	GLT	Full Airside ID Pass	Incomplete

Below the table is a progress bar with steps: Primary Details (checked), Current Address (active), Identity Details, Position Details, Reference Details, Criminal Records, GSAT, Access, Card Format, Access Areas, Documents, and Summary.

The main content area is titled "Current Address" and contains the following text: "Please provide the current home address for LEWIS CAPALDI. [More Info](#)".

A blue button indicates "Fields with * are required".

The "Country *" field is a dropdown menu with "United Kingdom & Channel Islands" selected.

The "Postcode *" field is highlighted with a red box. It contains the text: "Postal or zip code of the address. Please provide where possible. Required for Address' in the United Kingdom". Below this text is an input field and a "Find address" button. A link "Enter address manually" is also present.

At the bottom of the form are "Previous" and "Continue" buttons.

On the right side, there is a box titled "Items for Attention" with a "More Info" link and the text: "There are no items which require attention on this application".

The left sidebar contains navigation options: Dashboard, Make an Application, People, Incomplete, Awaiting Applicant Data, Imported Applications, Awaiting Signatory, ID Security, Rejections, Signatory Training, Full, Closed, Temporary, Future, Active, Expiring, Expired, Vehicles, and Appointments.

- Complete the “Current Address” fields ensuring that care is taken over the spelling of the full address and that the postcode is accurate. **NOTE: If the applicants address is on the CRC then you must ensure that they both match.**
- “Resident From Date” is the date that the applicant moved into the current address given. Once completed click “Continue”.

The screenshot shows the IDGateway application interface. At the top, a table displays application details:

Application for:	Airport	Prefix	Pass Type:	Status:
LEWIS CAPALDI	GLA	GLT	Full Airside ID Pass	Incomplete

Below the table, a navigation bar includes 'History', 'Selective Access', and 'Fast Track' buttons.

The main form area, highlighted with a red border, contains the following fields:

- Building Name/Number ***: Name and/or number of the building. (Empty text input)
- Street**: Street of the address. (Empty text input)
- City/Town ***: City or town of the address. (Empty text input)
- State/County**: Optional state/county of the address. Please provide where possible. (Empty text input)
- Resident From Date ***: DDMMYY Month and year LEWIS CAPALDI resided at this address from. (Calendar icon and text input containing 'DDMMYY e.g 26JUN19')

At the bottom of the form are two buttons: 'Previous' (left arrow) and 'Continue' (right arrow).

On the left sidebar, there are sections for 'Temporary' (Future, Active, Expiring, Expired), 'Vehicles', 'Appointments', and 'MY WORK' (5 Incomplete, 1 Awaiting Signatory (Queued), 1 Rejections). A 'PROVIDE FEEDBACK' section is also present.

At the bottom left, it says 'IDGateway - IDGateway Ltd © 2019 All Rights Reserved'.

IDENTITY DETAILS

- Use the drop down field to select the Country in which the ID document was issued,
- Use the drop down box to select which type of ID document you are going to use,
- Type in the expiry date of the document and double check this against the ID as this is quite often rejected on as not entered correctly,
- Type in ID Number (i.e. passport number, Driver's Licence number or National Identity Number) and again double check these details before clicking "Continue".

Note: Please ensure you only upload ONE copy of the ID that you have checked. A common error is that both the passport and Driver's Licence are uploaded and as only one ID is permitted on the system and produced at the ID Centre this would have to be rejected.

The screenshot shows the IDGateway application interface. The main content area is titled "Identity Details" and contains the following fields:

- Identity Document Origin Country ***: A dropdown menu with "United Kingdom" selected.
- Identity Document Type ***: A dropdown menu with "Select" selected.
- Identity Document Expiry Date ***: A date input field with a calendar icon and the format "DDMMYY e.g. 26JUN16".
- Identity Document Number ***: A text input field.

Navigation buttons include "Previous" and "Continue". A "Fields with * are required" warning is visible. On the right, an "Items for Attention" box states: "More Info: There are no items which require attention on this application." The top navigation bar shows "Application for: JOSEPH KING" and "Pass Type: Full Airside ID Pass". The status is "Incomplete".

POSITION DETAILS

- The start date is the date the applicant started/or starts with the company not when they start working at the airport. Once populated this will automatically populate the date field for your first (sponsor company) reference,
- Position is the applicant's job title, once completed click "Continue".

The screenshot shows the IDGateway application interface for an application sponsor. The main content area displays the 'Position Details' step in a progress bar, which is currently active. Below the progress bar, the 'Position Details' form is visible, containing the following fields:

- Start Date ***: A date picker field with the value '26JUN16'. The label includes a note: 'DDMMYY When did this position start or when will it start?'. This field is highlighted with a red box.
- Position ***: A text input field with the value 'Audit Officer'. The label includes a note: 'Applicant's job title'.

At the bottom of the form, there are two buttons: 'Previous' and 'Continue'.

The left sidebar contains navigation options for the application sponsor, including 'Dashboard', 'Make an Application', 'People', and various filters for application status (e.g., Incomplete, Awaiting Signatory, ID Security, Rejections, Pending Withdrawal, Signatory Training) and type (Full, Temporary).

The top navigation bar includes 'Application Sponsor', 'Messages', 'Help', 'Settings', and 'Logout'. The main header area shows the application details for JOSEPH KING, including the airport (GLA), prefix (GLT), pass type (Full Airside ID Pass), and status (Incomplete).

REFERENCES DETAILS

Note: Under “Items for Attention on the Right-hand side of the screen you will see how many days you are required to cover with references, each time you add a reference this will reduce. At least 1 reference is required. Also IDGateway will always automatically add a sponsor reference section so no need to add a separate reference for this.

- Click on the sponsor reference and add the details of the reference ensuring that they match what is on your own company reference, i.e. Referee’s Full name, Job Title and Date reference written and click “Continue after each page”,
- To continue adding in all your references click on “Add Another Reference” and choose the type of reference you need to add.

The screenshot displays the IDGateway application interface for JOSEPH KING. The top status bar shows the application for JOSEPH KING, Airport: GLA, Prefic: GLT, Pass Type: Full Airside ID Pass, and Status: Incomplete. The main content area is titled 'Reference Details' and includes a section for 'Add Another Reference' with a dropdown menu. Below this is a table of references with the following data:

Type	Reference Name	From	To	Options
Sponsor	GLASGOW TESTING	28JUN16		

A gap between 29JUN11 and 27JUN16 (1026 days) is indicated. The 'Items for Attention' panel on the right lists: 'Gap of 1026 days between 29JUN11 and 27JUN16', '1 more valid reference required', and 'Start Date Reference'.

- Entering different types of references onto IDGateway has the same format however you may be asked different questions depending on the type of reference,
- Providing you **read** and **answer all** questions accurately then the system will tell you exactly what is required,
- All references must contain the start and end dates (dd/mmm/yy), referee's full name, a contact number, address and job title of the referee which must be transferred onto the system accurately,
- The most complicated reference to enter onto the system would be if a Company is no longer trading and you are unable to obtain a reference. Screen shots and notes on how to enter this are on the following page.

Note: When entering the dates that the reference is covering please ensure you use the calendar option as this may result in rejection due to dates not being entered correctly and always click "save" before "Continue".

Application for: JOSEPH KING Airport: GLA Prefix: GLT Pass Type: Full Airside ID Pass Status: Incomplete

Fields with * are required

Name of Company *
Name of the Company which directly employed and paid the Applicant during this period.

Position *
Applicant's Job title or position name.

Location of Employment *
Country where the Applicant was working during their employment.

Has an admissible reference been obtained from the company? *
Select Yes if an admissible reference has been obtained.

Is the Company still trading? *
Select Yes if the Company is still trading.

From	To	To Present?	Options
DDMMYY e.g. 30JUN16	DDMMYY e.g. 30JUN16	<input type="checkbox"/>	Save

Navigation: Previous, Save & Return, Continue

- If a company is no longer trading/operating then you will not be able to obtain an admissible reference and therefore “no” should be picked from the drop down list,
- The blue box indicates you must also provide evidence that the company is no longer trading for e.g this would be a print out from Companies House website, showing the company is in liquidation, administration or no longer active and this print out needs to be uploaded.

Application for: JOSEPH KING | Airport: GLA | Prefix: GLT | Pass Type: Full Airside ID Pass | Status: Incomplete

Fields with * are required

Primary Details > Evidence > Other

Name of Company *
Name of the Company which directly employed and paid the Applicant during this period.
WOOLWORTHS

Position *
Applicant's Job title or position name.
SALES ASSISTANT

Location of Employment *
Country where the Applicant was working during their employment.
United Kingdom

Has an admissible reference been obtained from the company? *
Select Yes if an admissible reference has been obtained.
No

Is the Company still trading? *
Select Yes if the Company is still trading.
No

You must provide evidence that this company is no longer trading. This must be included when you submit the Application. Please check this box to acknowledge this message.

Date Periods *

From	To	To Present?	Options
30OCT15	08JUN16	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text" value="DDMMYY e.g. 15JUL16"/>	<input type="text" value="DDMMYY e.g. 15JUL16"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

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- You are then required to obtain a HMRC letter ensuring that the company is shown on the letter with exact start and end dates of employment. If exact dates are not shown then the system will prompt you to obtain a gap reference as supporting evidence.

Note: The evidence from Companies House must be uploaded together with the HMRC letter and the gap reference (if applicable) as one document.

- Once you have entered all of your references ensuring that a full 5 year history has been covered and that no GAP references are overlapping any other references then click on the “continue” button.

Note: For more information on references please refer to the Guidelines.

The screenshot shows the IDGateway application interface. At the top, the browser address bar displays the URL: <https://idgateway.co.uk/portal/application?uid=112757&route=care>. The application is for JOSEPH KING, with Airport: GLA and Prefix: GLT. The Pass Type is Full Airside ID Pass, and the Status is Incomplete.

The left sidebar shows the application progress: Incomplete (5), Awaiting Signatory (1), ID Security, Rejections, Pending Withdrawal, and Signatory Training. Below this, there are sections for Vehicles and Appointments. The 'MY WORK' section shows a progress bar with 'Incomplete' (5) and 'Awaiting Signatory' (1). The 'PROVIDE FEEDBACK' section includes contact information for support.

The main form area is titled 'Primary Details > Evidence > Other'. It contains the following questions and answers:

- Have you obtained a letter from HMRC? *
Select Yes if you have been able to obtain a letter.
Yes
- You must ensure the Tax Office Statement is included with your submission. Please check this box to acknowledge this message.
- Does the employment show on the Statement? *
Select Yes if the employment is displayed on the statement.
Yes
- Does the Statement show exact dates of employment? *
Must show day, month and year.
Yes

At the bottom of the form, there are buttons for 'Previous', 'Save & Return', and 'Continue'.

CRIMINAL RECORDS

- Once you have entered all the references the system will then tell you which countries you need to obtain Basic CRC's from, this is taken from the location of employment question at the reference details section, i.e. if you entered Spain and the reference dates are 6 months or more then the system will automatically warn you, that you need a Spanish CRC,
- The system automatically generates a UK CRC therefore to enter the details click on this,
- To add any other CRC click on "Add CRC"

NOTE: If your applicant has worked or resided in another country for 6 months or more in the last 5 years then an Overseas CRC for that country should be obtained and uploaded along with a translation and the translators contact details if applicable.

Application for: LEWIS CAPALDI | Airport: GLA | Prefix: GLT | Pass Type: Full Airside ID Pass | Status: Incomplete

History | Selective Access | Fast Track

Primary Details | Current Address | Identity Details | Position Details | Reference Details | **Criminal Records** | GSAT | Access | Card Format | Access Areas | Documents | Summary

Criminal Records

Please enter details of the Criminal Record Checks you have obtained for LEWIS CAPALDI. You must cover all of the countries listed below. [More Info](#)

Fields with * are required

Country	Type of CRC	Status	
United Kingdom & Channel Islands	Unknown	Required. Click here to enter details	✎

Total 1 result.

[+ Add CRC](#)

[← Previous](#) [Continue →](#)

Items for Attention

[More Info](#)

- United Kingdom & Channel Islands CRC required
- Some career periods overlap
- Start Date Reference

- Type in all the required details ensuring that these are taken from the original CRC,
- If the CRC lists a conviction you must check if the conviction is disqualifying and to do this use the link as highlighted on the screen shot,
- Once completed click on the “continue” button.

Note: Please double check that the applicants name and DoB are as per their ID. The address given on the CRC can be either, the applicants address, company address, or referencing agency address.

Note: A UK CRC is only valid for 10 weeks from date of issue.

The screenshot shows the IDGateway application interface. At the top, the application details are: Application for: JOSEPH KING, Airport: GLA, Prefix: GLT, Pass Type: Full Airside ID Pass, Status: Incomplete. The main form area contains several fields related to the Criminal Record Check (CRC), which are highlighted with a red box:

- Has a Criminal Record Check been obtained? ***: Yes
- Type of UK check obtained? ***: Basic CRC (e.g. Disclosure Scotland)
- Date of Issue ***: 10JAN17
- Certificate serial number ***: 20000011223344
- Does the certificate display any disqualifying convictions? ***: See List of Disqualifying Convictions

On the right side, a 'History' panel lists several errors:

- United States CRC required
- Ireland CRC required
- The United Kingdom CRC has no serial number
- Invalid ID Pass Number
- The United Kingdom CRC has no issue date
- Some career periods overlap
- The Spain CRC has no issue date
- Start Date Reference

At the bottom left, there is a 'MY WORK' section showing 11 incomplete items and 1 item awaiting signatory. Below that is a 'PROVIDE FEEDBACK' section with contact information for IDGateway support.

GSAT

- Enter the details taken from the applicants GSAT certificate. The GSAT provider is the name of the company who completed the applicants training,
- Once completed click “continue”.

Note: Certain people are exempt from having a GSAT certificate as they undergo higher/equivalent training i.e. Cabin/Flight Crew, if this is the case then you should choose “Not required” from the first drop down list and provide the details as requested.

The screenshot shows the IDGateway application summary page for JOSEPH KING. The page is titled "IDGateway - Application Sp..." and displays a progress bar with several steps. The current step is "General Security Awareness Training".

The form contains the following fields:

- Application for:** JOSEPH KING
- Airport:** GLA
- Prefix:** GLT
- Pass Type:** Full Airside ID Pass
- Status:** Incomplete

The "General Security Awareness Training" section includes:

- A message: "Please tell us if a General Security Awareness Training certificate has been obtained for JOSEPH KING. [More Info](#)"
- A button: "Fields with * are required"
- A dropdown menu: "Does the Applicant have a valid GSAT certificate? *". The selected option is "Yes". Below the dropdown is the text: "See Standards Document for details on GSAT validity".
- A dropdown menu: "GSAT provider *". The selected option is "Select...". Below the dropdown is the text: "Training company who provided GSAT training".
- A text input field: "GSAT Date of Issue *". The placeholder text is "DDMMYY Date certificate was issued". Below the field is the text: "DDMMYY e.g. 15JUL16".
- Buttons: "Previous" and "Continue".

The "Items for Attention" section on the right includes:

- A button: "More Info"
- A dropdown menu: "Start Date Reference"
- A dropdown menu: "Some career periods overlap"

The left sidebar contains navigation options:

- Dashboard
- Make an Application
- People
- Incomplete
- Awaiting Signatory
- ID Security
- Rejections
- Pending Withdrawal
- Signatory Training
- Full
- Closed
- Temporary
- Future
- Active
- Expiring
- Expired
- Vehicles
- Appointments
- MY WORK
- Incomplete
- Awaiting Signatory
- PROVIDE FEEDBACK
- Have a suggestion for IDGateway? Please let us know, click here. You can

ACCESS

- The information to be completed on the access page will come from your own company therefore answer accordingly and click “continue”.

The screenshot shows the IDGateway application summary page for JOSEPH KING. The page is divided into several sections:

- Header:** Application for: JOSEPH KING, Airport: GLA, Prefix: GLT, Pass Type: Full Airside ID Pass, Status: Incomplete.
- Progress Bar:** A horizontal bar with 10 steps, where the 10th step is highlighted in blue, indicating the current step.
- Left Sidebar:** Contains navigation options: Dashboard, Make an Application, People, Incomplete, Awaiting Signatory, ID Security, Rejections, Pending Withdrawal, Signatory Training, Full (Closed), Temporary (Future, Active, Expiring, Expired), Vehicles, Appointments, MY WORK (Incomplete, Awaiting Signatory), and PROVIDE FEEDBACK.
- Main Content Area:** Titled "Access - General", it asks for access requirements for JOSEPH KING. It includes a "Fields with * are required" warning and three dropdown menus:
 - ID Pass Number * (GLT 4)
 - Does the Applicant require Ops Status? * (Select...)
 - Does the Applicant require a PIN Number? * (Select...)
 - Does the Applicant require a Parking Space? * (Select...)
- Right Sidebar:** Titled "Items for Attention", it lists "Start Date Reference" and "Some career periods overlap".
- Bottom:** "Previous" and "Continue" buttons.

CARD FORMAT

- Select which card format is needed for the applicant and click “continue”.

The screenshot displays the Glasgow Airport ID Gateway application interface. The top navigation bar includes 'Application Sponsor', 'Help', 'Settings', and 'Logout'. The main header shows the Glasgow Airport logo and a summary of the application for JOSEPH KING, Airport: GLA, Prefix: GLT, Pass Type: Full Airside ID Pass, and Status: Incomplete. A progress bar below the header indicates the current step is 'Card Format', with previous steps like 'Personal Details', 'General Applicant', and 'Reference Details' marked as complete.

The 'Access - Card Format' section contains the instruction: 'Please select the type of card that is required for the Applicant'. Below this is a table of card format options:

Card Format	Select
Aircrew / Blue Hatched	<input type="radio"/>
External Areas Plus Internal Access / Blue	<input type="radio"/>
Internal Airside / Green	<input checked="" type="radio"/>
All Areas / Red	<input type="radio"/>

At the bottom of the form are 'Previous' and 'Continue' buttons. To the right, an 'Items for Attention' box lists 'Start Date Reference' and 'Some career periods overlap'.

ACCESS AREAS

- Select the access areas that is required and then click "continue".

The screenshot shows the IDGateway application interface for an application sponsor. The main content area displays the 'Access Areas' selection screen, which is highlighted with a red box. The screen includes a progress bar at the top showing the current step in the application process. The 'Access Areas' section contains a table of zones with checkboxes for selection.

Access Area	
Zone 1 - Internal area or areas of critical parts (departure, lounges, piers and interior of other buildings)	<input checked="" type="checkbox"/>
Zone 2 - Baggage Reclaim halls	<input checked="" type="checkbox"/>
Zone 3 - Baggage Make-up areas	<input type="checkbox"/>
Zone 4 - Ramp	<input checked="" type="checkbox"/>
Zone 5 - Aircraft and their footprints	<input checked="" type="checkbox"/>
Zone 6 - All other external areas of critical parts such as runways	<input type="checkbox"/>
Zone 7 - Access all areas	<input type="checkbox"/>

Navigation buttons: < Previous, Continue >

Items for Attention:

- Start Date Reference
- Some career periods overlap

DOCUMENTS

- The list of “Uploaded Documents” indicates what you are required to upload for auditing on IDGateway.

The screenshot displays the IDGateway application interface. The top navigation bar includes 'Application Sponsor', 'Help', 'Settings', and 'Logout'. The main header shows the Glasgow Airport logo and application details: 'Application for: JOSEPH KING', 'Airport: GLA', 'Prefix: GLT', 'Pass Type: Full Airside ID Pass', and 'Status: Incomplete'. A progress bar below the header shows various stages of the application process, with 'Documents' highlighted in blue. The 'Upload Documents' section is highlighted with a red border and contains the following text:

Upload Documents

In order to submit this application please upload a colour scanned copy of all the references, criminal checks and other supporting documentation shown in this list. The ID Centre are expecting your submission to contain every document listed and no others. They are also expecting them to be submitted in the order shown and as one single document. Documents which are not submitted in the order listed and as a single document are liable to be rejected by the ID Centre after submission. To understand better how to manage your documents and create a single upload file, please watch this [Video Tutorial](#)

[Hide the list of required documents](#)

- 1 - Copy of proof of identity: 'Passport' from United Kingdom, issue Number: 10223344
- 2 - Sponsor reference for GLASGOW TESTING
- 3 - Reference for WOOLWORTHS
 1. Evidence that this organisation is no longer trading
 2. Tax Office Statement
- 4 - Reference for BOOTS UK LTD
- 5 - Reference for ST GLASGOW HIGH SCHOOL
- 6 - Criminal Record Check for United Kingdom
- 7 - General Security Awareness Training Certificate
- 8 - Applicant Security Interview

[Generate this list as a PDF](#)
[More info](#)

Fields with * are required

Upload documents for this Application, or scan the QR code if you want to photograph a document using a mobile or

The right sidebar shows 'Items for Attention' with a 'More Info' link and two items: 'No documents uploaded' and 'Start Date Reference'.

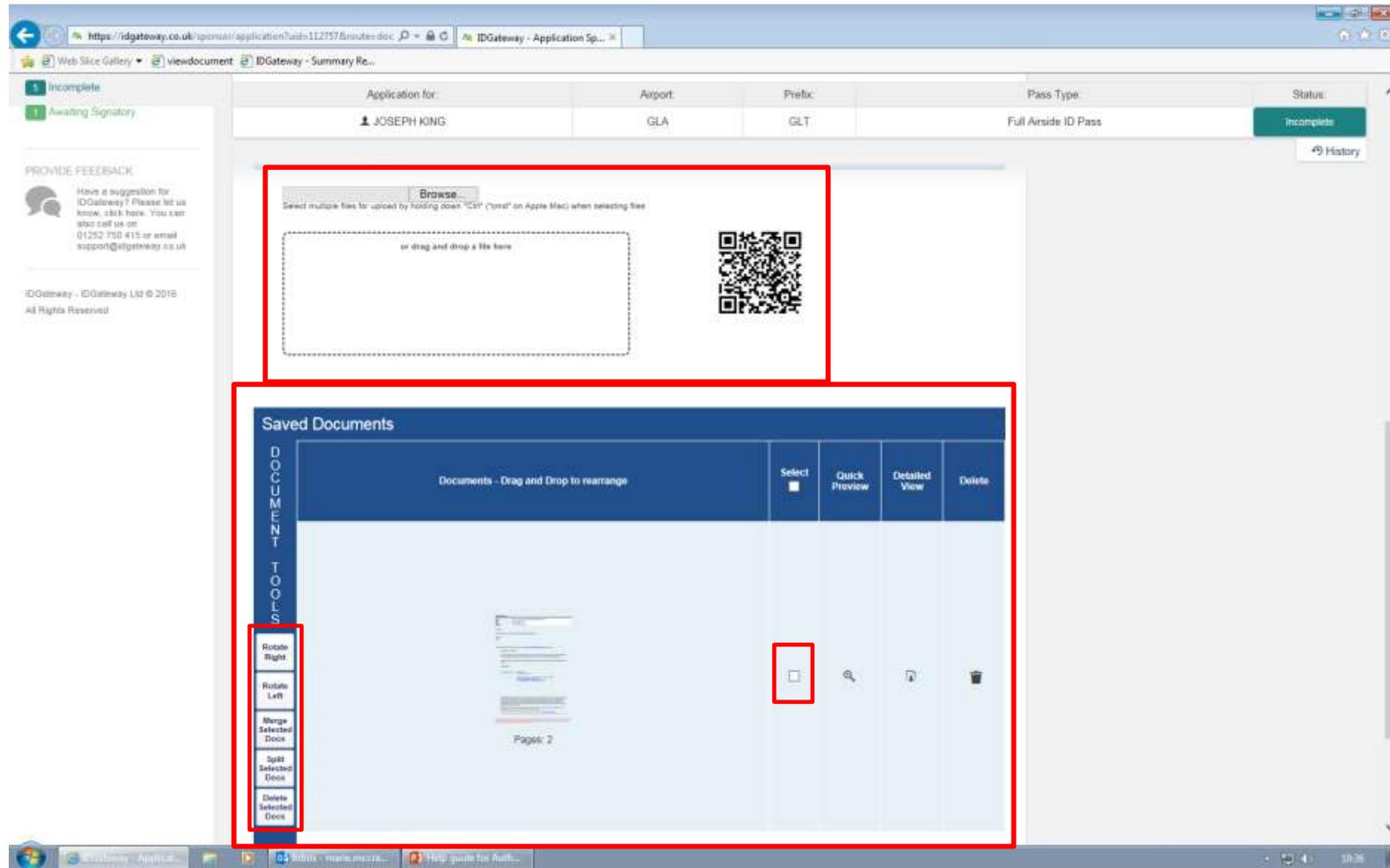
- Uploading documents can be done 3 different ways:-
 1. Click on the “Browse” button and this will then take you to your own computer files and you can locate all your scanned references/documents etc. from where you saved them.
 2. Drag and drop your files in the drag and drop box, or
 3. scan the QR Code if the document is a photograph or on a mobile or tablet.

- Once all documents have been uploaded they will then appear in the list of saved documents below.

Note: All pages for each document should be uploaded as one document using the Merge tool on the left of the screen for e.g. if you have a 3 page reference then this should be scanned as 3 pages and uploaded as one document containing 3 pages.

- On the left hand side of the screen shot you will see that you have the option to Rotate, merge, split and delete the documents, to use any of these functions, select the document you are looking to amend by ticking the select box and then selecting the tool you wish to use on the left hand side.

Once completed click “Continue”



SUMMARY

- The application summary page should be checked again by the signatory for any errors especially the references as these create the most rejections on an application i.e. dates, names etc. If any errors/mistakes are found at the this stage then you have an editing facility for each section on the right hand side,
- Once you (the signatory) has checked this then click on the check box to confirm you have read the signatory declaration,
- Then click on the green “Submit” button – at this point your application will then be submitted to the ID Security Audit Team who will carry out a full audit.

Note: If you are a user (rather than a signatory) then you will not see the option to submit the application you will see the button “Queue” once you click on this the application will then go into your signatories work for them to check and submit.

The screenshot displays the IDGateway application summary page for JOSEPH KING. The page is divided into several sections:

- Application Summary:** A header section with a red box around it, containing a sub-section for "Errors and Information (1)".
- Application Details:** A table with the following data:

Sponsor name	GLASGOW TESTING	Company prefix	GLT
Airport	GLASGOW INTERNATIONAL AIRPORT	Pass type	FULL AIRSIDE ID PASS
- Primary Details:** A table with the following data:

Gender	Male	Forename	JOSEPH
Surname	KING	Middle Names	
Previous Surnames / Maiden Names		Date of Birth	01JAN80
Country of Birth	United Kingdom	Nationality	BRITISH
Daytime Phone Number	+44 11223344	Email Address	
Security Interview	Yes		
Security Interview Notes			
- Current Address:** A table with the following data:

Address	1 RED LANE, GREENWAYS, GLASGOW, G81 4ET, UNITED KINGDOM
Resident From Date	01JAN80

The page also features a sidebar with navigation options like "Dashboard", "Make an Application", and "People". A status bar at the top right indicates the application is "Incomplete".

TIPS

- **Read** any flag warnings that appear on your application as these could result in a rejected application.
- When entering any dates use the calendar option and double check dates before submitting.
- Take extra care when entering numbers, e.g passport number, Driver's Licence number and CRC numbers.
- Only upload **one** ID document.
- IDGateway automatically enters a section for your company reference (sponsor reference) therefore no need to add a separate employment reference for your company.
- Ensure you **read** all the questions and answer accurately when entering all references.
- Read the list of documents that are required to be uploaded for your application, you may even wish to print this off and tick each document as you upload it to ensure you have not missed anything.
- Use the "Document Tools" section to rotate, merge, spilt or delete documents.
- **Take your time, read and double check everything** before submitting your application to avoid rejections.