

EB764 31 - 5 Company Application form

Samþykkjandi: Flugverndarstjóri Keflavíkurflugvallar

COMPANY INFORMATION AND OPERATION DESCRIPTION

Company Information
Name:
Identification number:
Company address:
Post code:
City:
Phone:
E-mail address:

Tasks / Operation
Short description of the company's tasks / operation and information on what airport the task / operation will be performed.

Guarantor*
Name:
Identification number:
Position:
E-mail address:
Phone:
Signature
<small>* To be filled out by the company guarantor according to Creditinfo.</small>

Company stamp, if any.

Complete the form and send it to the ID office of Isavia by mail or e-mail to passar@kefairport.is

Útþrentunin er gild ef útgáfunúmer er sama og rafræns eintaks rekstrarhandbókar

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CONTACT COMPANIES / SPONSORS

The **contact company** is the company located at the airport needing the task performed, i. e. a local company that can verify the legitimacy of the task / sponsor. Please add all contact companies at the airport (use additional pages if necessary).

The ID office will request confirmation on the applicant's operation from the contact company.

Company name:	
Contact person:	Phone:
E-mail address:	

Company name:	
Contact person:	Phone:
E-mail address:	

Company name:	
Contact person:	Phone:
E-mail address:	

Company name:	
Contact person:	Phone:
E-mail address:	

Signature of guarantor: _____

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ID CARD ADMINISTRATOR

The **company guarantor** must appoint a managerial employee as its ID card administrator and an alternate with authority to sign, if needed due to the size of the company. The ID card administrator manages ID card applications for employees and is ID office point of contact.

ID card administrator / alternate must be updated on the rules applicable to ID cards and vehicle passes. The Access rules can be found on Isavia's website. ID card administrator applies for ID cards for employees working at the airport and is responsible for ensuring that application forms are correctly and legibly completed and have enclosed relevant documentation stated on the application form. The ID card administrator or alternate with signing authority are allowed to pick up new ID cards for their company's employees and are then responsible for ID cards being delivered to the right person. ID card administrator is also responsible for the return of ID cards and vehicle passes at the end of employment or task.

ID card administrator
Name:
Position:
E-mail address:
Phone:
Signature

Alternate, if needed
Name:
Position:
E-mail address:
Phone:
Signature

Signature of guarantor: _____

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SIGNATORY

ID card administrator can nominate a limited number of persons allowed to order ID cards and vehicle passes on behalf of the company. **NB this form only needs to be filled out if the company needs many signatories.**

Signatory
Name:
Position:
E-mail address:
Phone:
Signature

Signatory
Name:
Position:
E-mail address:
Phone:
Signature

Signatory
Name:
Position:
E-mail address:
Phone:
Signature

Signatory
Name:
Position:
E-mail address:
Phone:
Signature

Signature of ID card administrator: _____

Isavia uses the personal information collected via this application form, i.e., name, e-mail address and phone number, for the purpose of processing applications and identifying applicants. The information is not transferred to any third party. When the application process is finished the information is stored according to The Public Archives Act No. 77/2014. For further information see Isavia's Privacy notice for data protection [here](#).

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