

Retired / Former Staff Identity Card Applications

Please note that the issue of an ID Card can take up to 6 weeks at peak times.

ID cards are only available for former staff eligible for staff travel concessions.

In order that applications may be processed as quickly as possible, please provide the information requested, following the guidelines below:

- Sign in the position marked 'Recipient's Signature'.
- Include a coloured 'passport style' photograph with your application unless you have provided a photo or had your photo taken by the ID unit within the last 3 years
- Please provide a letter confirming that the photos are a true likeness.
- If your pass needs to be reissued due to a name change or because the photo is longer a true likeness you wish to exchange a former staff pass for a retired staff pass you will need to return the original pass with the application.
- If your pass needs to be reissued because your original pass has been lost or stolen please include a signed letter to this effect,
- Send the completed application form & enclosures to :-

British Airways Plc
People Services
Australasia GA
Waterside
PO Box 365
Harmondsworth
UB7 0GB

If you are not returning an old pass you can alternatively apply online via 'Ask a Question' on my.baplc.com in which case if you need to attach a photo it must be jpeg format