



NOTICE
ON THE PROCEDURE FOR SUBMITTING A REQUEST FOR AN IDENTIFICATION CARD FOR AN UNESCORTED PERSON

All documentation related to the issuance of an identification card must be submitted and arranged as follows:

Documentation	1. set	2. set
	International Airport Jsc.	Zagreb Pleso airport police station
Request for an identification card for an unescorted person	original	
Security background check request	copy	original
Copy of ID card or passport (both sides)	copy	copy
Certificate of no ongoing criminal proceedings against the person in the Republic of Croatia and for all countries of residence during the previous five years	copy	original
Information about the employer or education during the previous five years (electronic record on the employment-law status Croatian Pension Insurance Institute, certificates, preslike indeksa, diploma, statement on gap reference for each period of gap longer than 28 days)	copy	original
Certificate of competence in the area of Zagreb Airport Safety Rules	copy	
Order form for issuing an airport identification card for unescorted person	original	

All the necessary forms and instructions can be found on the website:

<https://www.zagreb-airport.hr/en/business/b2b/airport-passes/133>

The documentation must be neat, legible, and complete. Please do not staple the documentation with staples.

Incomplete documentation and documentation that is not compiled in the above manner will not be received. Documentation submitted by e-mail will be considered as not received. The procedure for issuing an identification card begins after receiving complete and correct documentation.

The optimal deadline for applying for an identification card is 60 days before the required date of validity of the identification card (for the first issue), or expiration of the card (for applications for renewal of a valid card). Please respect the deadlines for submitting a request so that the entire procedure can be completed on time.

The Office for the Issuance of Identification Cards will inform you about the completion of the procedure and the possible dates for training and taking over the card.

THE OFFICE FOR THE ISSUANCE OF IDENTIFICATION CARDS

Catering Building, II. floor, offices 217 and 219.

Contacts: 01/4562283, 01/4562398 and 01/4562478

E-mail: bedzevi@zag.aero

Working hours: from Monday to Friday from 09:00 to 11:00 or by appointment.

Documentation can be submitted only in person from Monday to Friday exclusively from 09:00 to 11:00 in the above-mentioned offices. In the same period, ready-made cards take over (extensions without training) and the return of identification cards is possible.

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