



APPLICATION FOR SHAPE ENTRY CARD - ONLY FOR "CONTRACTORS"

TO BE FILLED BY THE DSO (DIVISIONAL SECURITY OFFICER):

Area to be visited :			
Company or firm requesting the access:			
DSO rank and name:			
AMIS Card nr:		Expiry date (mm/dd/yyyy):	
Division/Branch:			
Ext nr:		Mobile phone:	

CONTRACTOR'S INFORMATION

First name :		Maiden Name :		Last name :	
DOB dd/mm/yy :		Place of birth:		MI:	CTR
Country of Birth :		Nationality :		Marital Status:	
Date of arrival in Belgium (mm/dd/yyyy):		Date of arrival in SHAPE (mm/dd/yyyy):			
Start of contract (mm/dd/yyyy):		End of contract (mm/dd/yyyy):			
Division:		Branch:		Section:	
SVC Tel.		Ref. Contract Nr.			
Mobile phone:		Allocated ID:			
Address in Belgium	Street:			City:	
		ZIP:		Belgium	
Post Number:					
Vehicle:	Make:		Model:		Colour:
	Country of Registration:		Plate Number:		

CONTRACTOR Date:		Signature:		
			TO BE COMPLETED BY BSG/FSCEP/RGN Personnel ONLY	
DIVISIONAL SECURITY OFFICER: <i>Stamp/Date/Signature</i>	SHAPE SECURITY OFFICER: (Bldg 102 – Rm 205) <i>Stamp/Date/Signature</i>	FSCEP – REGISTRATION SECTION (Bldg 210 – Rm 109-110) <i>Stamp/Date/Signature</i>	Type of Member	
			Type of Card	
			Matrix APMS – Nr.	
			Remarks:	

NOTICE

- This application is only valid if **appropriately completed and submitted by the DSO** through the Visitors' Office or Information Desk at least **five (5) working days prior the access**.
- There are no privileges associated with this request.
- Queries on Police databases may be made against the contractor listed on this application.
- The SHAPE Security Office is located in Bldg 102, Room 205 and it will inform the Sponsor when access **has NOT been granted**.
- The SHAPE Visitors' Office is located in Bldg 108 [Berlin Gate] and there a clerk will issue a one day access pass / vehicle pass (for the in-processing).
- FSCEP - Registration Section (RGN), is located in Bldg 210 - Room 110. Opening hours: Monday to Thursday: 08.45 hrs to 13.00 hrs / 14.00 hrs to 17.00 hrs, Friday: 08.45 hrs to 13.00 hrs.
- Contractors must show their current contract and their certificate of registration/or cross border worker released by the Belgium Commune.
- This request **does not give access to Class II areas**. Therefore, a validated SF 1, AF 107 and a Security Clearance are mandatory.
- Contractors are advised to fill out an out-processing form [SF52] before the end of the contract/assignment, or the expiration of the SHAPE ID CARD.