



Step-by-step Application for 'Known Transporter' status

[Schiphol.nl/KnownTransporter](https://www.schiphol.nl/KnownTransporter)

bekendtransporteur@schiphol.nl

You have started the application procedure for 'Known Transporter' status. In this step-by-step plan you can read what you need to do to become 'Known Transporter':

Step	Description
1	<p>Go to www.schiphol.nl/knowntransporter. Click on 'Known Transporter' and download the following documents:</p> <ul style="list-style-type: none"> • Known Transporter application form • Declaration of Commitment 'Known Transporter' • Security programme Known Transporter
2	<p>As an applicant, fill in the documents carefully:</p> <ul style="list-style-type: none"> • Complete the Application Form • Have the Declaration of Commitment signed by an authorised representative or authorised representatives (include evidence of power of attorney by means of a KVK registration (Chamber of Commerce)). • Complete the Security Programme, and add this with your company's name added (e.g. Security Programme Known Transporter_Name of your company)
3	<p>Send the completed documents by email to bekendtransporteur@schiphol.nl with 'Known Transporter Application' in the subject line. The documents to be sent along are:</p> <ul style="list-style-type: none"> • Application Form designation Known Transporter • Declaration of Commitment • Security Programma Known Transporter (added as Security Programme Known Transporter_Name of your company) and the • Proof of power of attorney (KVK registration) <p>Wait for a response confirming receipt of the application. Schiphol will respond to your request within 10 working days.</p>
4	<p>After receiving the confirmation of the application, the company can be registered in Vesta:</p> <ul style="list-style-type: none"> • Does the company already have an eVesta account? Then send an email to access@schiphol.nl including the following information: <ul style="list-style-type: none"> - employer number, - Schiphol client(s) and - contact person (authorised signatory). • If the company has no eVesta account yet, register the company with Area & Access Control first, using the registration form: Schiphol Registering a company for Schiphol Passes (https://www.schiphol.nl/en/work-at-schiphol/page/registering-company-for-schiphol-passes/)
5	<p>After receiving confirmation from the Area & Access Control department, the applicant can apply for a VOG (Certificate of Conduct) for everyone who needs to obtain the relevant Known Transporter authorisation on his/her personal Schiphol Pass.</p>

	<ul style="list-style-type: none"> • The VOG is required for the general screening profiles: 12, 13, 36, 38, 41, 61 and 62. • Where applicable, a VOG must also be requested for the persons who will carry out the security check on the vehicle and cargo. <p>Please note: if the person already has a valid VGB in his/her possession, this can also be used for the application.</p>
6	<p>After applying for the VOG or VGB (or if the person already has this), the person(s) for whom the Known Transporter authorisation is required must complete the e-learning module 'Known Transporter' (https://bt.elearning4all.nl/e-learning/bekend-transport-en).</p> <p>Please note: keep the certificate of participation of the e-learning module, it contains a unique code that will be needed in the next steps.</p>
7	<p>After completing the e-learning module, the applicant requests a Schiphol Pass with the right Known Transporter authorisation and a Schiphol vehicle pass with Known Transporter Vehicle authorisation in eVesta (or alternatively, only the right Known Transporter authorisation on an existing Schiphol Pass / only the Known Transporter Vehicle authorisation on an existing Schiphol vehicle pass) for all clients for whom access is required.</p>
8	<p>After receiving confirmation of receipt of the application for the personal Schiphol Passes and authorisation (or just the authorisations on a personal Schiphol Pass that an applicant already has), the applicant can schedule an appointment to collect the passes at the Badge Centre. This appointment can be scheduled via the website: Schiphol Make an appointment to pick up your Schiphol Pass (https://www.schiphol.nl/en/work-at-schiphol/schipholpass/request-new/)</p>
9	<p>The driver and/or the person for whom the Schiphol Pass with Known Transporter authorisation has been applied for goes to the Badge Center and takes the following documents with him:</p> <ul style="list-style-type: none"> • valid proof of identity (only ID card or passport), • the VOG (maximum one calendar month old from date of issue), • e-learning participation certificate (with unique code), • personal Schiphol Pass (if already in possession). <p>If you have a VGB that can be reused, you must bring this with you.</p> <p>See also: Schiphol To the Badge Center (https://www.schiphol.nl/en/work-at-schiphol/page/to-the-badge-center/)</p>
10	<p>After receiving confirmation for the Schiphol vehicle pass, this must be attached to the vehicle. You can get your vehicle pass at Checkpoint 60 or 90. Checkpoint 60 is open from 04:30 until 24:00. Checkpoint 90 is open 24/7.</p>

Practical considerations

- Fees are payable when applying for the VOG and the Schiphol Pass/Schiphol vehicle pass. You can view the current fees at:

- VOG: [Certificate of Conduct | Justis](#)
- Schiphol Pass and Schiphol Vehicle Pass: [Schiphol | Employer pass costs \(https://www.schiphol.nl/en/work-at-schiphol/page/employers-pass-costs/\)](https://www.schiphol.nl/en/work-at-schiphol/page/employers-pass-costs/)
- The processing time for an application for Known Transporter is on average:
 - If already registered in eVesta: 20-25 working days
 - If not yet registered in eVesta: 20-30 working days