



**AIRSIDE / SECURITY RESTRICTED AREAS NEW APPLICATION FORM**

.....AIRPORT/AIRSTRIP

**OFFICIAL USE ONLY:**

Received by: ..... Time: .....

Date: ..... Sign: .....

App No./Folio: ..... Status: .....

(Please note that all available and applicable information should be provided)

**PART 1**

*(To be completed by the applicant in capital letters)*

1. Name in full: .....
2. Employer / Organization  
.....
3. Employer's ;
  - a) Postal address .....
  - b) Telephone contacts.....
4. Designation / position (Job title).....
5. Reason why Pass is required.....
6. Access area / zone(s) applicable (tick / underline one)
 

a) All airports/all areas (AS/AA)	j) Terminal 1E Lounges (T1E)
b) All airports/apron & lounges (AS/AL)	k) Terminal 1E Concourse (T1EC)
c) All areas (AA)	l) Terminal Two Lounges (T2)
d) Apron/Lounges (AL)	m) Baggage Hall (BH)
e) Lounges (L)	n) Terminal 1A (T1A)
f) Apron (A)	o) Terminal 1D Lounges (1D)
g) Apron/Taxiways/Runway (ATR)	p) Concourse
h) Freight Apron (FA)	q) Check-in Counters
i) Freight Apron / Scanner	
7. If Area is not among the above, kindly indicate here in writing  
.....
8. Kindly indicate the Serial number of previous pass (if held and for which airport)  
.....  
.....

9. Kenyan identity card or foreign passport number.....  
*N/B: Kindly attach a copy of I.D card (For Kenyans) or passport (For foreigners)*

10. If applicant is a non-citizen, please fill the below section;
- a) Date of arrival in Kenya .....
  - b) Entry permit number .....
  - c) Date of issue .....
  - d) Date of expiry .....

*N/B: Kindly attach a copy of your Work permit / Special pass / Re-entry /military I.D and Biodata pages of the passport.*

**PERSONAL PARTICULARS SHEET**

*(To be completed in block /capital letters)*

	APPLICANT	FATHER	MOTHER
NAME			
Year of birth			
Nationality			
County			
Location			
Sub-location			
Village			
<b>PRESENT DETAILS</b>			
Area/Estate			
Physical address			
Mobile number			
Valid Email address			

11. Education Background;

- a) Kindly list all learning institutions (schools, colleges and universities) attended indicating the study period.

No.	Name of Institution	Period attended
1.		
2.		
3.		
4.		

*(N/B: You can attach extra pages if necessary or CV/resume)*

- b) Kindly indicate details of previous employment including position held and duration of employment.

No.	Company / Organization / Institution	Position Held	Duration
1.			
2.			
3.			

*(N/B: You can attach extra pages if necessary or CV/resume)*

12. Have you ever been convicted of any criminal offence in a court of law? (Tick appropriately)  
 YES [ ] / NO [ ]

I. If YES, state: Offence.....

- II. Date and place of conviction.....
- III. Sentence imposed or court order.....
- IV. If NO, state / Indicate; Certificate of good conduct reference number.....

(N/B: Attach a copy of a police clearance certificate together with relevant copy of finger / palm print and invoice)

\_\_\_\_\_Personal referees\_\_\_\_\_

13. If Married, please indicate spouse’s details below;

- I. Full name.....
- II. Occupation.....
- III. Mobile number.....

Kindly list below the details of two responsible persons, other than relatives and the present employer who are well acquainted with you in a private capacity.

- I. Full name.....
- II. Occupation.....
- III. Mobile number.....

- I. Full name.....
- II. Occupation.....
- III. Mobile number.....

I hereby declare that to the best of my knowledge and belief that all of the above particulars are true and correct in every respect and should the application be approved and the pass issued, I commit to abide by the Kenya Airports Authority regulations and rules in force. I confirm to have read and understood instructions to pass-holders including the provisions that:

- a) A Permit is not transferable.
- b) A permit is Valid only when on official duties.
- c) It’s a criminal offence to furnish false information.
- d) The Managing Director / CEO KAA may cancel or withdraw the pass at any moment.

Applicant’s signature .....Date .....

\_\_\_\_\_Part 2\_\_\_\_\_

(To be completed by the Employer)

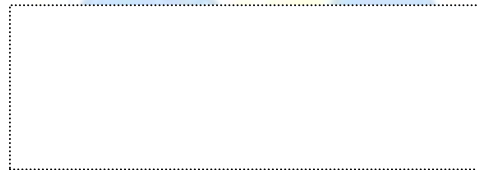
I certify that the particulars stated by the applicant in Part 1 are correct and that the applicant is employed by my organization and has a need and a right to perform official duties of my organization in restricted areas and I therefore recommend him/ her for a pass. I vouch for his/her character and I undertake to be responsible for his/her acts and omissions during the course of his/her duties at the airport. I also understand my obligation that, if the pass is issued I should return it to the issuing authority immediately when;

- a) The applicant is transferred or ceases to be an employee of this organization for whatever reason.
- b) The validity date expires.
- c) The holder's duties are changed thus affecting areas of limitation.
- d) Called upon to do so by the issuing authority.

**I confirm that, I the employer understand that failure to surrender or return a pass(s) as stipulated above would affect further issuance of passes to my organization.**

.....  
**Name and Designation of the Authorizing officer**

.....  
**Authorizing officer's Signature**



**Employer's Official Stamp/Seal**