



.....**AIRPORT**
APPLICATION FOR AIRPORT LANDSIDE ACCESS PERMIT/PASS.

OFFICIAL USE ONLY Application No..... Date received..... Vet No..... Status.....

PART 1

(To be completed by the applicant)

1. Name in full Mr./Mrs./Miss.....
(Underline surname)
2. Employer/ Organization.....
3. Employer's postal address and telephone contact.....
4. Designation /position held.....
5. Kenyan identity card No.....
6. If Non-Citizen: Passport No.....
 - a) Date of arrival in Kenya.....
 - b) Entry permit No.....
 - c) Date of issue.....
 - d) Date of expiry.....

NB:

- *Attach certified copies of police clearance certificate together with relevant copy of fingers and palm Prints.*
- *Attach Photostat copy of ID card/relevant pages of passport and work permit*

PERSONAL PARTICULARS SHEET

(To be completed in block letters or typed and every available and applicable information should be furnished)

Particulars	Applicant	Father	Mother
i. Surname: (a) Now (b) At birth if different
ii. Baptismal / Forenames
iii. Birth (a) Date (b) Place
iv. Nationality: (a) Now (b) Formerly
v. Origin: (a) County/State (b) Location (c) Sub- location (d) Village
(e) Name of chief/pastor/ Imam
vi. Present residence: a) Road b) Area / Estate c) Plot / House No. d) Mobile No. e) Valid email address

vii. Schools and Colleges attended indicating the period:

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ix. Details of Previous employment since birth or leaving school / College indicating position and period.

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7. Have you ever been convicted of any criminal offence in a court of law? Yes / No. If yes, state;

- (a) Offence
- (b) Date and place of conviction
- (c) Sentence imposed or court order

8. Personal referees (responsible persons other than present employer and relatives who know you well and acquainted with you in your private life):

- a) (i) Full Name.....
- (ii) Occupation.....
- (Iii) Address.....
- (iv) Email address.....
- (v) Phone No.....
- b) (i) Full Name.....
- (ii) Occupation.....
- (Iii) Address.....
- (iv) Email address.....
- (v) Phone No.....

I hereby declare that to the best of my knowledge and belief, all the above particulars are true and correct in every respect and should the application be approved and the pass issued, I promise to abide by the Kenya Airports Authority regulations and rules in force.

Date Applicant’s signature.....

PART 11

(To be completed by 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 within the Airport and I therefore recommend him/her for a landside permit/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) *Called upon to do so by the issuing authority.*

NB: Failure to surrender or return a pass as stipulated in A to C above could affect further issuance of passes to your organization.

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Name and Designation of Authorizing officer

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Signature and Official Stamp/seal