



## **CIRCULAR**

**KAA/9/50/20/Vol. 29 (112)**

**30<sup>th</sup> October, 2019**

**TO: ALL STAKEHOLDERS AND OPERATORS  
JOMO KENYATTA INTERNATIONAL AIRPORT**

**RE: RENEWAL AND ISSUANCE OF SECURITY RESTRICTED AREAS  
AIRPORT ACCESS PERMITS – YEAR 2020**

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This is to inform you that the renewal/issuance of year 2020 Security Restricted Areas Access Control Permits will commence on 1<sup>st</sup> December 2019.

Before commencement of the renewals, you are requested to provide the following:-

1. Update specimen signatures of Authorized Signatories (at least two) who will be signing all correspondences related to airport access permits. The Authorized signatories should also indicate their mobile number and valid email addresses.
2. Appraise the Authority if there are any changes in business name or changes in business.
3. Provide a Valid Police Clearance Certificate, Contracts/Letters of Appointment and copies of National Identification Card/Valid Passports/Diplomatic Cards/Work Permit/Special Pass/Student Pass as appropriate.
4. Duly filled Permits Renewal/New Application Forms.
5. The 2020 renewal form is available and can be downloaded from the Kenya Airports Authority website. [www.kaa.go.ke/Corporate/Security&Baggage/Downloads](http://www.kaa.go.ke/Corporate/Security&Baggage/Downloads).
6. The renewal form should be typed in, printed, signed and submitted at the Passes Office, Kenya Airports Authority Headquarters Ground Floor, latest by 1<sup>st</sup> December 2019 to allow for ample time for processing. A soft copy in MS Word should be sent to [passesoffice.hq@kaa.go.ke](mailto:passesoffice.hq@kaa.go.ke).
7. Where Contractors are engaged, valid copies of Binding Contract Agreement between the two companies or more shall be required. Third party security providers shall provide Valid KCAA certification.
8. Aircraft Maintenance Organizations (AMO) shall be required to submit a valid AMO Certificate as well as valid KAA licenses and leases.
9. Applicable charges remain the same as per the 2015 Financial Circular.
10. Permit holders and new applicants shall be required to undergo Mandatory Aviation Security Awareness Training conducted by KAA before issuance of Permits. The training is valid for two years. All permit holders that attended the training in the year

