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| **AIRPORT/AIRSTRIP NAME: …………………………………………………………………………………………………..…………..** |
| **ORGANIZATION/ENTITY NAME: ……………………………..…………………………………………………………………………** |

**SUBMITTED BY:**

Name: ……………………………… Tel. no: …………

ID. No: …………………… Signature: ………………..

**OFFICIAL USE ONLY:**

Date Received: ………………………. Time: ………….…

Name: …………………………… Folio No. ……………

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| ***IMPORTANT NOTES: (KINDLY READ THE INSTRUCTIONS BELOW AND UNDERSTAND THEM BEFORE FILLING IN THE FORM)*** |

1. The accompanying request letter should state the nature of business an entity is engaged in, the location of its offices and the operational regulatory licenses shall be attached. The request letter should be addressed to The Managing Director/CEO or the General Manager Security Services, Kenya Airports Authority (For JKIA) or to relevant Airport Managers and In-charges as applicable (For other Airports / Airstrips).
2. Permit holders are required to undergo a mandatory security awareness training refresher before permits issuance as per the Kenya Civil Aviation (Security) Regulations 2020, Regulation 35.
3. Permit consideration and validity will depend on the agreement between the employer and the employee. Certified Copies of Diplomatic Id Card, contract letters/ work permits / special pass and student pass shall be attached as applicable.
4. The first page and any other subsequent pages shall be signed and stamped by the authorized signatory on the footer provided appropriately.
5. The Renewal form shall be typed in **capital/block** letters (Hand written forms will NOT be accepted) and a soft copy of the typed document in MS word format to be sent to relevant Airport/Airstrip passes office emails as applicable.
6. Every Organization/Entity shall ensure that security permits issued to its employees are returned promptly upon **expiry/exit** to the issuing office with a justification letter within 48 hours. Any failure shall attract penalties for non-compliance as per the Permits Issuance Policy Guidelines and Kenya Civil Aviation (Security) Regulations 2020.

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| **NO.** | **NAME (S) OF APPLICANT (S)**  **(*TYPE IN CAPITAL*)** | **CURRENT DESIGNATION/ JOB TITLE** | **2023 PASS NO.** | **ID NO./ D.I.C NO./ PPT. NO.** | **ACCESS AREA** | **MOBILE NO.** | **CURRENT RESIDENCE**  **(AREA/**  **ESTATE)** | **EMPLOYMENT TERMS (STATE VALIDITY) /WORK PERMIT/D.I.C VALID UNTIL** | **NATIONALITY** |
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| **EMPLOYER’S AUTHORIZATION** |

***Kindly read and understand the important notes below before appending your signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

I certify that the particulars stated above are correct and that the applicants are genuine employees of my organization hence have my mandate of performing official duties at the Airport. I undertake to be responsible for their acts and omissions during the course of their duties at the airport. I also understand my obligation that, once the pass is issued, I should return it/them to the issuing authority immediately when;

1. The applicant is transferred or ceases to be an employee of this organization.
2. Upon expiry.
3. Called upon to do so by the issuing authority.
4. I undertake to provide information in regards to un-accounted permit holders within 48 hours and thereafter provide quarterly accountability report of permits issued, lost, un-accounted for as well as not returned.