



**PART 1**  
**SEYCHELLES INTERNATIONAL AIRPORT**  
**AIRPORT ENTRY PERMIT APPLICATION FORM**

<b><u>PERSONAL DETAILS</u></b>																							
<b>NAME(S):</b>		<b>SURNAME:</b>			<b>MARITAL STATUS:</b>																		
		<b>SURNAME AT BIRTH:</b>			<b>NATIONALITY:</b>																		
<b>D.O.B:</b>		<b>NIN:-</b>																					
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<b>ADDRESS:</b>		<b>CONTACT DETAILS:</b>			<b>EMAIL:</b>																		
<b><u>ORGANISATION AFFILIATIONS</u></b>																							
<b>NAME OF ORGANISATION:</b>				<b>PLACE OF DUTY:</b>																			
<b>EMPLOYEE DESIGNATION:</b>																							
<b>NATURE/DESCRIPTION OF DUTY:</b>																							
<b><u>PERMIT APPLICATION</u> (√)</b>																							
<b>TYPES OF PERMIT APPLIED FOR</b>	<i>PERMANENT</i>		<i>CONTRACTORS</i>		<i>LANDSIDE</i>																		
<b>AREAS REQUIRED WHILE ON DUTY</b>	<i>ARRIVAL</i>		<i>DEPARTURE</i>		<i>RAMP</i>																		
	<i>BAGGAGE MAKE-UP AREA</i>		<i>TECH</i>		<i>CARGO</i>																		
	<i>DOMESTIC</i>		<i>SEYPEC</i>		<i>SKYCHEF</i>																		
	<i>VIP</i>		<i>NPA</i>		<i>IDC</i>																		
	<i>ZIL AIR</i>		<i>YANZEE</i>		<i>UCPS</i>																		
	<i>SDA</i>		<i>SAF</i>		<b><u>GATES REQUIRED WHILST ON DUTY</u></b>																		
<b>PERIOD OF TIME PERMIT IS REQUIRED (Please State Durations)</b>					<table border="1" style="width: 100%; height: 100%;"> <tr><td style="text-align: center;">1</td><td style="width: 40px;"></td></tr> <tr><td style="text-align: center;">2</td><td style="width: 40px;"></td></tr> <tr><td style="text-align: center;">3</td><td style="width: 40px;"></td></tr> <tr><td style="text-align: center;">4</td><td style="width: 40px;"></td></tr> <tr><td style="text-align: center;">5</td><td style="width: 40px;"></td></tr> <tr><td style="text-align: center;">6</td><td style="width: 40px;"></td></tr> <tr><td style="text-align: center;">7</td><td style="width: 40px;"></td></tr> </table>		1		2		3		4		5		6		7				
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<b>FROM:</b>	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table>																						
<b>TO:</b>	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table>																						



<b>FOR ANY RE-ISSUANCE PLEASE / REASONS BELOW</b>							
<input type="checkbox"/>	LOSS PERMIT	<input type="checkbox"/>	DAMAGE	<input type="checkbox"/>	AMENDMENT	<input type="checkbox"/>	RENEWAL
ANY OTHER REASONS:							
NAME OF AUTHORISED SIGNATORY:				DESIGNATION:			
SIGNATURE:				DATE:			

<b>BACKGROUND CHECK</b>						
HAS THE APPLICANT EVER WORKED AT ANY AIRPORT IN SEYCHELLES(v)			YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
IF ANSWER ABOVE IS YES, STATE AIRPORT NAME			EMPLOYING ORGANISATION:			
LAST POST HELD:			DATE LEFT:			
REASONS FOR LEAVING:						
<b><u>STATE NAMES OF TWO PERSONS WHO HAS KNOWN THE APPLICANT FOR MORE THAN TWO YEARS WHICH IS NOT FAMILY.</u></b>						
NAME:			NAME:			
DESIGNATION:			DESIGNATION:			
CONTACT DETAILS:			CONTACT DETAILS:			

**NOTE: THIS FORM SHOULD BE ATTACHED TO COMPANY'S FORMAL LETTER AND COPY OF APPLICANT'S POLICE CHARACTER CERTIFICATE, NIN AND VALID GOP IF EXPATRIATE.**

**IT IS MANDATORY TO FILL IN ALL BLANK SPACES WHERE NECESSARY, INCOMPLETE APPLICATION WILL NOT BE PROCESSED.**

**ANY LOSS OR DAMAGE OF PERMIT, COMPANY SHOULD ATTACH FORMAL LETTER WITH THE FORM WHILE REQUESTING FOR NEW PERMIT.**

## **PART 2**

### **SECURITY BRIEFING BEFORE ISSUING AEP**

This security briefing elaborates on the purpose and validity of permits, and describes the holder's responsibilities, which include being aware of permit regulations and complying with them at all times. The briefing highlights to holders that:

- a) The aim of airport security is to protect passengers, flight crew, aircraft and airport operator staff and members of the public against acts of unlawful interference with civil aviation;
- b) The permit is to be used by the person to whom it was issued when carrying out authorized business only, in airside or security restricted areas;
- c) They are responsible for safeguarding the permit and held accountable for its use;
- d) The permit remains at all times the property of the SCAA and should be surrendered to the AVSEC Implementation Manager when its validity has expired or the need for access no longer exists;
- e) In the case for loss of permit, they should report the loss immediately to the AVSEC Implementation Manager. The permit should be worn at chest height on the outer garment at all times when in an airside or security restricted area; failure to so wear and display, or carry the permit while in the restricted area is subject to disciplinary action;
- f) Penalties will be apply for the misuse of a permit which includes;
  - a) Withdrawal of the permit by the Airport Operator.
  - b) Denial of access to any other restricted are
  - c) Possible prosecution, in accordance with the laws of Seychelles
- g) Inspection of the permit should be permitted on demand at all times by an appropriate authority such as police officers, an airport terminal manager and personnel working in a security sensitive area such as a departures gate;
- h) It is unlawful for any person at an airport to have any restricted article such as a firearm, or object resembling a firearm, or explosives without lawful authority and a legitimate reason to do so; and
- i) A person holding an AEP shall not:
  - a. Provide another person with physical access to a restricted area where the person has not been issued with a restricted area permit;



- b. Assist another person in gaining physical access to a restricted area where the person has been issued a restricted area permit but does not have such restricted area permit in his/her possession;
- c. Tamper or interfere with, compromise, modify or attempt to by-pass, or cause a person to tamper or interfere with, compromise, modify or attempt to by-pass any security system, measure, or procedure established under this ASP;
- d. Interfere to cause harm or distraction with an aviation security officer or aviation screening officer in the performance of their duties;
- e. Enter or be present in a restricted area, air operations area, or sterile area without complying with the systems, measures, or procedures being applied to control access to, or presence or movement in, such areas; and
- f. Use a security restricted area permit for any purpose other than to carry out the duties of their employment for which was issued the security restricted area permit.

Additionally, this briefing instructs permit-holders that they are expected to uphold airport security by:

- a. complying with access control regulations and maintaining security measures in his or her work place;
- b. strictly abiding by the escort rules of Seychelles International Airport; and
- c. reporting to security staff or control authorities:
  - 1. Any breach of access control procedures;
  - 2. The presence of firearms, other weapons or explosive devices;
  - 3. The presence of unaccompanied baggage in public places; and
  - 4. Any situation or incident that could represent a security risk, which arouses suspicion, or which may compromise the safety and security of civil aviation.

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I certify that the best of my knowledge and belief that I have understand the above stated particulars are true and correct in every respect. I undertake to abide with Seychelles International Airport Regulation and Procedure if this application is approved.

Applicant's Signature: \_\_\_\_\_

Date security briefing was received: \_\_\_\_\_



**PART 3**  
**SCAA'S AIRPORT PERMIT OFFICE USE**

<b>ISSUANCE OF PERMIT</b>	
<b>SERIAL/REFERANCE NUMBER OF PERMIT ISSUED:</b>	
<b>VALIDITY OF PERMIT:</b>	<b>DATE ISSUED:</b>
<b>EXPIRED DATE:</b>	<b>DATE DELIVERED:</b>
<b>NAME OF PERSON ISSUING PERMIT:</b> _____	<b>NAME OF PERSON RECEIVING PERMIT:</b> _____
<b>SIGNATURE:</b> _____	<b>SIGNATURE:</b> _____