



**TEMPORARY/VISITORS ENTRY PERMIT APPLICATION FORM**

1. Full Names: \_\_\_\_\_
2. D.O.B: \_\_\_\_\_ N.I.N: \_\_\_\_\_
3. Residential Address. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_  
- Nature Of employment/Work \_\_\_\_\_  
\_\_\_\_\_
4. Employer/Organization \_\_\_\_\_  
Postal Address: \_\_\_\_\_
6. Employer's Contact: \_\_\_\_\_ (Office) \_\_\_\_\_
7. Details/purpose of visit \_\_\_\_\_  
\_\_\_\_\_
8. Purpose of visit: \_\_\_\_\_
9. Place to be visited: \_\_\_\_\_
10. Time required: \_\_\_\_\_
11. Dates required: \_\_\_\_\_
12. Are you in possession of a Firearm/Ammunition? (If so declare) \_\_\_\_\_  
\_\_\_\_\_

**FOR SPONCERING AUTHORITY USE**

13. Organization responsible for the visit: \_\_\_\_\_
14. Name of Authorized personal: \_\_\_\_\_
15. Designation: \_\_\_\_\_
16. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:**

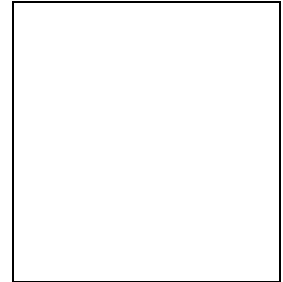
- a) Permit will be issued only on production of a valid National Identity Card, valid Passport or valid Driving License, for foreigners, a national identification card, valid Passport and Diplomatic ID (if any).
- b) It's a criminal offence to furnish false information (penalty code).
- c) Permits are not transferable.
- d) Request of access permit should be sent one week prior to the visit.
- e) Access to security Restricted Area is subjected to security control measure.
- f) The permit shall be presented to aviation security staff/inspecting officers for verifications upon demand.
- g) Holder will be subjected to safety and security procedures within airport jurisdiction.
- h) The permit should be returned to the Airport permit office once the duration of the visit/temporary access has ended.
- i) Loss of permits should be reported to the issuing authority/airport police station immediately.
- j) It is restricted to take any photographs inside the Airport restricted area without a formal approval from SCAA.
- k) Failure to comply with above will lead to possible legal prosecution.
- l) For reissuance of permit upon losing, misplacing, or damaging I will pay a fee of SCR 100.00

I \_\_\_\_\_ certify that the best of my knowledge and belief, the above stated particulars are true and correct in every respect. I undertake to abide with the Seychelles Airports Security Policies and guidelines if this application is approved

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

\_\_\_\_\_  
Date & Time

**FOR OFFICIAL USE ONLY**



This Application is **(Approved/Not Approved)** \_\_\_\_\_

Remarks (if any) \_\_\_\_\_

Authority: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE**

- a) Permit will be issued only on production of a valid National Identity Card, valid Passport or valid Driving License, for foreigners, a national identification card, valid Passport and Diplomatic ID (if any).
- b) Applicant requesting for access for one day up to one week as a visitor shall submit a police clearance attached with temporary application form.
- c) Applicant requesting for access for more than one week for temporary access to perform duties shall submit a police character certificate attached with temporary application form.
- d) It's a criminal offence to furnish false information (penalty code).
- e) Permits are not transferable.
- f) Request of access permit should be sent **one week prior to the visit.**
- g) Access to security Restricted Area is subjected to security control measure.
- h) The permit shall be presented to aviation security staff/inspecting officers for verifications upon demand.
- i) Holder will be subjected to safety and security procedures within airport jurisdiction.
- j) The permit should be returned to the Airport permit office once the duration of the visit/temporary access has ended.
- k) Loss of permits should be reported to the issuing authority/airport police station immediately.
- l) It is restricted to take any photographs inside the Airport restricted area without a formal approval from SCAA.
- m) Failure to comply with above will lead to possible legal prosecution.
- n) For reissuance of permit upon losing, misplacing, or damaging I will pay a fee of SCR 100.00.

**ESCORTER APPLICATION FORM**

I Ms. /Mrs. /Mr. .... Working at Seychelles International Airport for the company of ....., as a/an ..... holder of airport entry permit S/No. ... Agree to undertake the duties of escorting below the listed person(s) and by so doing will observe all security procedures at the airport and escort guidelines as stipulated below;

- 1. Ensure that the escorted persons are always within my view during the entire period of their access to the restricted areas;
- 2. Ensure that the escorted visitors/temporary permit holder, displays the permit conspicuously on the front of his/her outer garment above the waist at all times, when accessing restricted area until the holder exist to the landside;
- 3. Ensure that the escorted person performs only the duties identified before issuance of the permit and that they do so in the authorized areas only;

4. Ensure that the expired permits are returned to the issuing authority;
5. Report any criminal and/or suspicious behavior or conduct that violates the use of permits at the airport to the security office or to the Airport police;
6. Report loss of permits immediately to the issuing authority or the airport police.

**ESCORTING PROCEDURES AND CONDITIONS BEFORE ISSUING  
TEMPORARY/VISITORS ENTRY PERMIT**

- a. All visitors should be accompanied/escorted by a person who holds a **regular Airport Entry Permit**. The escort shall be indicated on the Entry form.
- b. The Escort will be responsible for the actions and safety of the visitors/temporary permit holder which must be kept in sight at all times whilst on the Airport Security restricted areas. Consequently, the escort **must remain with the visitor/temporary permit holder at all times**.
- c. The escort must have a **valid Permanent Entry Pass** while escorting the inside the Security Restricted Area.
- d. The Escort may chaperon a **maximum of 5 persons at a time**, so that proper supervision can be provided.

**TEMPORARY/VISITORS PERMIT HOLDERS**

NO	NAME	TEMPORARY PASS NO.	EXPIRING DATE
1			
2			
3			
4			
5			
6			
7			

**ALTERNATIVE ESCORTS**

1.

Signed by (Escort): \_\_\_\_\_

Signed by (Escort): \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Permit No: \_\_\_\_\_

Permit No: \_\_\_\_\_

Signed by (Escort): \_\_\_\_\_

Approved by:

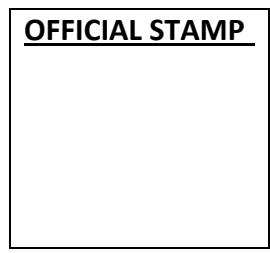
Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Sign: \_\_\_\_\_

Permit No: \_\_\_\_\_



**Note: It is mandatory to fill in all areas, maximum should be attached by company's formal letter and security police clearance.**