

**AIRPORT & AVIATION SERVICES (SRI LANKA) LIMITED
BANDARANAIKE INTERNATIONAL AIRPORT, KATUNAYAKE**

**APPLICATION FOR RENEWAL OF PERMANENT COMPUTERIZED PHOTO ACCESS PERMIT
(Applicants from Diplomatic Missions, the United Nations and its Specialized Agencies and
International Organizations)**

FOR OFFICE USE ONLY		
Form No.:	SIS Clearance:	Pass No.:

1. Name with Initials : Mr./Ms/ Dr.
2. Permanent Address :
3. Contact Telephone Numbers : Mobile: Residence:
4. National ID No./Passport No. :
5. Name of Organization/Employer :
6. Designation presently held : (A copy should be attached)
7. Existing Airport Pass No. & Areas given :
- Date : Signature of Applicant :

8. TO BE COMPLETED BY THE EMPLOYER/HEAD OF DEPARTMENT

I certify that it is necessary for the named overleaf to have continuous access to BIA, to perform his/her official duties, and I recommend a computerized photo access permit, to the following areas. (Please mark for required areas)

Pass Category	Access Areas entitled under each category	Required Areas (Pl. mark <input checked="" type="checkbox"/>)	Entitled Officer	Remarks	For Office Use Only
A	<p style="text-align: center;">ACOTVG</p> <p>A – Apron</p> <p>C – Arrival Customs Departure Customs Immigration/Emigration</p> <p>O – Office Area Arrival Public Concourse Departure Public Concourse</p> <p>T – Transit</p> <p>V – VIP Lounge</p> <p>G – Cargo Village UL Cargo/Import/Export</p>		<p>Head of Mission & DPL Officers</p> <p>(Third Secretaries and above)</p>	G Access Area is granted only for the Head of Mission	App/Not App
B	<p style="text-align: center;">COTV</p> <p>C – Arrival Customs Departure Customs Immigration/Emigration</p> <p>O – Office Area Arrival Public Concourse Departure Public Concourse</p> <p>T – Transit Pier</p> <p>V – VIP Lounge</p>		<p>DPL Officers</p> <p>Non-DPL Officers</p> <p>Local Staff</p>		App/Not App

C	COV C – Arrival Customs Departure Customs Immigration/Emigration O – Office Area Arrival Public Concourse Departure Public Concourse V – VIP Lounge		DPL Officers		App/Not App
			Non-DPL Officers		
			Local Staff		
D	G G – Cargo Village UL Cargo/Import/Export		DPL Officers Non-DPL Officers Local Staff	Only 02 nominated officers are granted Access Passes	App/Not App

I ensure that the applicant uses the computerized photo access permit only when employed on an official duty at the airport. (Should sign by the authorized signatory whose specimen signature is submitted)

Name of Head of Department/Employer : Signature :

Stamp or Seal of Company/ Department : Date :

INFORMATION:

- a. Foreigners should attach a copy of passport & Visa page
- b. Please come with relevant Uniform & NIC when collecting the access permit

ATTACHMENT (Please mark √ at the correct cage)

DESCRIPTIONS		YES	NO		DESCRIPTIONS		YES	NO
i.	Copy of Designation Presently Held				iii.	Duly filled SIS Form*		
ii.	Copy of Passport & Visa Page							

Applications without the relevant attachment will not be entertained.

**Diplomatic staff, Non-diplomatic home-based staff are not required to provide local security clearance*

FOR OFFICE USE ONLY

SIS CLEARANCE

YES	NO	ADVERSE REPORT:
------------	-----------	------------------------

Date of Initial Issue: Renewal Form received date:

PAYMENT

Receipt No.:	Date:	Amount:	Signature:
---------------------	--------------	----------------	-------------------

I hereby certify that the particulars submitted by the applicant in this form are true and correct in accordance with his/her documents.

.....
Date

.....
Signature of OIC PIC Office

ORDER OF THE HEAD OF SECURITY SERVICES, AIRPORT & AVIATION SERVICES (SRI LANKA) LIMITED

I. A Photo ID Pass for following areas to Mr./Mrs./Ms/Dr. is approved/ not approved.

A		C		G		V	
Apron		Arrival Customs		Cargo Village		VIP Lounge	
		Departure Customs		UL Cargo			
		Immigration/Emigration		UL Export/ Import			
	O		T				
	Office Area		Transit				
			Pier				
	Arrival Public Concourse						
Dep. Public Concourse							

II. Cost to be charged and credited to AASL revenue.

.....
Date

.....

Head of Security Services

ACKNOWLEDGEMENT

DATE OF ISSUE:

DATE OF EXPIRY :

AREAS :

Received the above described Pass No.:

Signature of Recipient :

Date :

Issuing Officer :

Date :