

CIVIL AVIATION AUTHORITY OF BANGLADESH

Aviation Security (AVSEC)
Headquarters, Kurmitola
Dhaka-1229
Phone: +880-2-7911041-3
Fax: +880-2-8901411
E-mail: avsec@caab.gov.bd
Web: www.caab.gov.bd



APPLICATION FOR AIRPORT SECURITY PASS

Warning: Knowingly providing false information in connection with an airport security pass application is an offence under the law of the land.

IMPORTANT INSTRUCTION: PLEASE READ ALL INSTRUCTIONS/INFORMATION PROVIDED CAREFULLY BEFORE COMPLETING THIS APPLICATION

- Use this application form to apply for an Airport Security Pass valid for the restricted areas of Civil Aviation Airports either initial issue or re-issue.
- It should be completed and submitted with the necessary documents to the Aviation Security Cell at CAAB HQ.
- The application will not be processed if all sections as indicated are not completed or if the necessary documents are not enclosed.
- For further instructions and information, please see overleaf of this page.

OFFICE USE ONLY

Applicant name			
Employer name			
Employer address			
Type of application	<input type="checkbox"/> Initial issue	<input type="checkbox"/> Re-issue	<input type="checkbox"/> Lost/theft
Received application	___/___/___	Produced on	___/___/___
Forwarded for Police Verification	___/___/___	Pass number	
Received Police Verification	___/___/___	Awareness training provided on	___/___/___
Approval Date	___/___/___	Payment received on	___/___/___
Approved color code		Issue Date	___/___/___
		Expiry date	___/___/___
		Signature of pass issuing office	

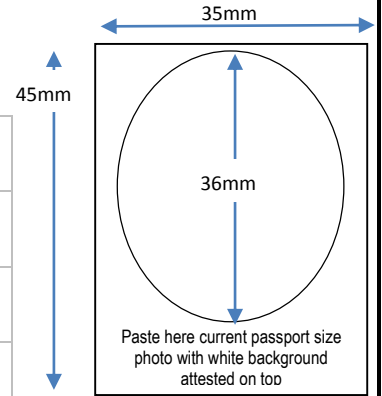
INFORMATION AND INSTRUCTIONS FOR APPLICANT AND EMPLOYER/AUTHORIZING ORGANIZATION

General information	Access to the security restricted areas of an airport is subject to the provisions of the Civil Aviation Rule 1984. The requirements for admission vary depending on your place of work and the hours you work here. Anyone who is regularly employed by an organization or company located at the airport requires a permanent security pass. Anyone who requires admission to the airport security restricted areas for a short time only requires a visitor identity card.
What documents are required when applying for an airport security pass?	<ol style="list-style-type: none"> 1. Application for an airport security pass (Part-I), completed and signed by you and your employer and/or authorizer. (This application with original signatures must be submitted to the approving authority office). 2. Application for police verification (Part-II). 3. Forwarding letter from organization you are working for or authorizer. 4. Copies of national ID card or a copy of your passport. 5. Copy of employee ID card. 6. Copy of passport and VISA (for foreign national) 7. 03 copies of passport quality photo as specified in this form. 8. Copy of valid AOC/Permission/Flight schedule (where applicable) that is approved by CAAB. 9. Copy of agreement with CAAB or other organization (where applicable). 10. Copy of work order (where applicable) 11. Copy of driving licence (where applicable)
Need for Airport Security Pass	The approving authority only issue an airport security pass to a person if they have operational or official need.
Police Verification	Permanent access to the security areas is subject to a valid police verification pursuant to rule 283(2) (d) of the Civil Aviation Rule 1984. You are required to submit the attached police verification form along with this application to the approving authority. The approving authority will send the form along with your information to the Special Branch of Bangladesh Police.
Aviation Security Awareness Training/briefing	Before you will be issued with airport security pass, you must successfully complete an aviation security awareness training programme in accordance with the National Aviation Security Training Regulations. This training will take place at the issuing authority's pass office before you would receive the pass. Please follow the prescribed schedule for awareness training at airport pass issuing office.
Application Period	Keep in mind that the time required to process an application for an airport security pass will be between six and eight weeks due to the time required to complete the police verification.
Photography	When your application is approved, you will be notified by the issuing office to take a photograph for using in your pass. In case of renewal photography is not required, but if you wish, you can change the photo and notify issuing office accordingly.
Collection of Security Passes	As soon as all conditions have been fulfilled you will receive notification by email or by letter that your pass is ready to be picked up. To collect your pass, please bring a valid National ID card or a passport.
Returning of Security Passes	The Airport Security Pass is not transferable. Holders of airport security pass must return the pass, in case of change of employer or termination of their contact. The loss of an airport security pass must be reported to the airport pass issuing office and nearest police station immediately. All airport security pass remain the property of the Civil Aviation Authority of Bangladesh.

PART - I

SECTION A: GENERAL INFORMATION

NAME OF AIRPORT:	
TYPE OF PASS:	<input type="checkbox"/> Regular <input type="checkbox"/> Temporary
ISSUE TYPE:	<input type="checkbox"/> Initial issue <input type="checkbox"/> Re-issue
REASON FOR RE-ISSUE:	COLOR CODE OF PREVIOUS PASS:
PREVIOUS PASS NUMBER:	IF LOST, PROVIDE GD NUMBER:



SECTION B: APPLICANTS INFORMATION

FULL NAME (BLOCK LETTER):			
FATHER'S NAME:			
MOTHER'S NAME:			
SPOUSE NAME:			
NATIONALITY:	DATE OF BIRTH: Day Month Year		
PERMANENT ADDRESS:			
PRESENT ADDRESS:			
CONTACT INFORMATION:	Phone:	Cell:	e-mail:
OCCUPATION:	NATIONAL ID NUMBER:		
PASSPORT NUMBER (if any):	TYPE OF PASSPORT:		
BLOOD GROUP:	HEIGHT:	COLOR OF HAIR:	COLOR OF EYES:
NAME OF EMPLOYER:	TYPE OF EMPLOYER:		
ADDRESS OF EMPLOYER:	Phone:	Fax:	e-mail:
APPOINTMENT:	Staff Number:		
Nature of Appointment:	Nature of Duty at Airport:		
Work Place:	Location of Office at Airport (If Any):		

SECTION C: TO BE COMPLETED BY FOREIGN NATIONAL ONLY

NAME OF EMBASSY/FOREIGN MISSION/OFFICE:			
PASSPORT INFORMATION:	Place of issue:	Date of issue:	Date of expiry:
VISA INFORMATION:	Visa number:	Visa type:	Expiry date:
IMMIGRATION INFORMATION:	Date of arrival:	Expected date of departure:	
DIPLOMAT ID NUMBER BY MOFA(if any):		VALIDITY OF WORK PERMIT BY BOARD OF INVESTMENT (if any):	

SECTION D: MARK AREA(S) WHERE ACCESS IS REQUIRED

MARK	RESTRICTED AREAS OF AIRPORT	GIVE REASONS FOR ACCESS (TO BE COMPLETED BY EMPLOYER'S AUTHORIZED OFFICIAL)	INITIAL BY EMPLOYER'S AUTHORIZED OFFICIAL
	Terminal Building: Areas after departure immigration		
	Terminal Building: Shops, restaurants and lounges after departure immigration		
	Airside: Baggage make-up		
	Airside: Aircraft movement and footprint area		
	Terminal Building: Arrival immigration areas		
	Terminal Building: Customs area		
	Terminal Building: Shops before arrival immigration		
	Terminal Building: Baggage reclaim areas		
	ATC Facility: Control tower and operation building		
	Airport Facility: Power houses		
	Export Cargo: Air cargo sterile area (ACSA)		
	Airside		
	Export Cargo: Cargo areas other than ACSA		
	General aviation		
	Terminal Building: Concourse areas and offices in non-restricted areas of terminal building		
	Terminal Building: Airport lounges in Non-restricted areas		
	VIP lounge corridor		
	Domestic concourse		
	Domestic sterile area		

SECTION E: APPLICANTS DECLARATION

Mark in the appropriate box:

a)	Have you ever been involved in any unlawful activities in any airport in Bangladesh?	Yes	No
b)	Have you ever violated any airport, immigration and customs rules in any airport in Bangladesh?	Yes	No
c)	Have you ever been blacklisted by Civil Aviation Authority of Bangladesh for any misconduct in any airport in Bangladesh?	Yes	No

I, _____ do hereby certify that all statement and information given by me in this application are true and correct in every particular.



DATE:

(Signature as given in NID/PP)

SECTION F: VERIFICATION BY EMPLOYER

This is to certify that Mr./Ms. _____ is an employee of _____ and all information given by him/her are true. His/her character and antecedent has been verified from his previous organization for which he/she worked for or known references by _____ and nothing adverse found against him/her. The applicant is required to enter the RESTRICTED AREA of _____ on regular / occasional basis to perform his/her official duties and as such may be issued with a permanent/ temporary Airport Security Pass. His/her Airport Security Pass will be returned to the issuing authority as and when his/her present assignment is changed or when asked by the Pass Issuing Authority.

DATE:

(EMPLOYER AUTHORIZED SIGNATURE WITH NAME, DESIGNATION AND OFFICIAL SEAL)

SECTION G: RECOMMENDATION FOR POLICE VERIFICATION (To be completed by approving authority)

CHECKLIST	REMARKS BY AVSEC
<input type="checkbox"/> a) Application form is completed and signed by applicant and employer and/or authorizer.	<input type="checkbox"/> All required information are provided by the applicant. There is no record of adverse activities against him/her in CAAB records, the application may be forwarded for police verification. <input type="checkbox"/> The application may not be forwarded for police verification: a) <input type="checkbox"/> All or some of required information are not provided by the applicant. b) <input type="checkbox"/> There is an adverse record against the applicant as follows: _____ _____ c) <input type="checkbox"/> Other reasons _____ _____ <input type="checkbox"/> Police verification may not be applicable for the applicant.
<input type="checkbox"/> b) Recommendation letter from organization/MOFA/Ministry is accompanied.	
<input type="checkbox"/> c) Copies of national ID card or passport is provided.	
<input type="checkbox"/> d) Copy of employer ID card is provided	
<input type="checkbox"/> e) Copy of MOFA ID is provided (for foreign national only)	
<input type="checkbox"/> f) Copy of work permit is provided (for foreign national only)	
<input type="checkbox"/> g) Copy of VISA is provided (for foreign national only)	
<input type="checkbox"/> h) 03 copies of passport quality photo as specified are provided	
<input type="checkbox"/> i) Copy of AOC/flight schedule/agreement/work order is provided (where applicable)	
<input type="checkbox"/> j) Previous copy of ID is provided (in case of re-issue)	
<input type="checkbox"/> k) Copy of GD entry is provided (in case of lost/theft)	
DATE: _____	
CHECKED BY _____	Forward / Not Forward
DATE: _____	(SIGNATURE BY HEAD OF AVSEC)

SECTION H: APPROVAL OF PASS

RECOMMENDATIONS OF AVSEC	APPROVAL															
<input type="checkbox"/> The police verification report of the applicant received on ___/___/_____, there is nothing adverse reported by SB, the application for airport security pass may be approved/renewed as: a) AREAS OF VALIDITY: <table border="1" style="width:100%; text-align: center;"> <tr> <td>RED</td><td>YELLOW</td><td>BLUE</td><td>GREEN</td><td>BLACK</td><td>B</td><td>C</td><td>DOM</td><td>GA</td> </tr> </table> b) PERIOD OF VALIDITY <table style="width:100%;"> <tr> <td style="width:20%;">02 Years</td> <td style="width:20%;">01 Year</td> <td style="width:60%;">_____ Month(s)</td> </tr> <tr> <td>_____ Days</td> <td colspan="2">Up to ___/___/_____</td> </tr> </table>	RED	YELLOW	BLUE	GREEN	BLACK	B	C	DOM	GA	02 Years	01 Year	_____ Month(s)	_____ Days	Up to ___/___/_____		(HEAD OF AVSEC) DATE ___/___/_____
RED	YELLOW	BLUE	GREEN	BLACK	B	C	DOM	GA								
02 Years	01 Year	_____ Month(s)														
_____ Days	Up to ___/___/_____															
<input type="checkbox"/> The application for airport security pass may not be approved for following reason(s): a) <input type="checkbox"/> The police verification report is not satisfactory, and/or b) <input type="checkbox"/> The application for airport security pass is not justified, and/or _____ _____																
DATE ___/___/_____ (Signature and Seal of AVSEC)																

SECTION I: ISSUANCE OF AIRPORT SECURITY PASS

The Airport Security Pass may be issued as approved.

DATE: ____ / ____ / ____

(SIGNATURE OF ISSUING AUTHORITY)

The application data entry on	____ / ____ / ____	The airport pass number _____ is ready for delivery.
The card produced on	____ / ____ / ____	
Schedule date of Awareness Training	____ / ____ / ____	
Charges		
Pass issue/renewal charge (if applicable)	_____ Tk	(Seal with signature of the pass production officer)
Penalty for lost/theft pass	_____ Tk	
Total Charges	_____ Tk	

SECTION J: ACKNOWLEDGE OF RECEIPT OF AIRPORT SECURITY PASS

(THIS SECTION IS TO BE COMPLETED ONLY AT THE TIME OF AIRPORT SECURITY PASS COLLECTION)

By signing below, I acknowledge receipt of Airport Security Pass number _____ and that this pass always remains the property of CAAB. I further acknowledge that the pass is on loan to me whilst I am employed in my current role with _____. And, I declare that:

- I will return the pass to the CAAB on the cessation of my present employment or assignment;
- The airport security pass will be used by me for official purposes only;
- The airport security pass will be presented when asked by the issuing authority or authorized officials of CAAB;
- In case of loss/ theft, I shall immediately report the matter to the nearest police station with an intimation to the issuing authority.

Name of Applicant:		Signature with date:	
Name of Issuing Officer:		Signature with date:	

Print this page as blank

PART-II
POLICE VERIFICATION FORM

The Civil Aviation Authority require that all airport pass-holders with access to the security restricted areas of an airport must undergo a Criminal Record Check by the special branch of Bangladesh Police. The applicant must provide following information from all states where he stay for at least 6 months during last 5 years.

Enclose a passport quality photo here attested on back

SECTION A: PERSONAL INFORMATION

FULL NAME (BLOCK LETTER):			
FATHER'S NAME:			
MOTHER'S NAME:			
SPOUSE NAME:			
NATIONALITY:		DATE OF BIRTH: Day Month Year	
PERMANENT ADDRESS:			
PRESENT ADDRESS:			
CONTACT INFORMATION:		Phone:	Cell: e-mail:
OCCUPATION:		NATIONAL ID NUMBER:	
PASSPORT NUMBER (if any):		TYPE OF PASSPORT:	
BLOOD GROUP:	HEIGHT:	COLOR OF HAIR:	COLOR OF EYES:
NAME OF EMPLOYER:		TYPE OF EMPLOYER:	
ADDRESS OF EMPLOYER:			
Phone:		Fax:	e-mail:
APPOINTMENT:		Staff Number:	
Nature of Appointment:		Nature of Duty at Airport:	
Work Place:		Location of Office at Airport (If Any):	

SECTION B: CURRENT AND PREVIOUS ADDRESS OF THE APPLICANT

List current address first then previous addresses below, covering past FIVE years. There must be no gaps greater than 3 months between addresses. Must be full address details including Street, Town, District, Police Station and Postcode	Period of residence (If actual dates are unavailable, month/year or year will suffice)	
		<i>to</i>
		<i>to</i>
		<i>to</i>
		<i>to</i>
		<i>to</i>
		<i>to</i>
		<i>to</i>
		<i>to</i>
		<i>to</i>
		<i>to</i>

SECTION C: APPLICANT'S EMPLOYMENT HISTORY

List Current EMPLOYER name first then previous employer for which you worked for below, covering past TEN years. Must be full address details including organization name, position hold, supervisor name and contact number.		
		<i>to</i>
		<i>to</i>
		<i>to</i>
		<i>to</i>
		<i>to</i>
		<i>to</i>
		<i>to</i>
		<i>to</i>

SECTION D: DISQUALIFYING CRIMINAL OFFENCES.

You must complete a check box for each disqualifying offence. If you answer "Yes" to any of the following, you may ineligible to obtain airport security pass and may be required to provide additional information for further processing of your application.

Yes	No	Have you ever been convicted for or involved in espionage?	Yes	No	Have you ever been convicted for bribery?
Yes	No	Have you ever been convicted for or involved in sedition/treason?	Yes	No	Have you ever been convicted for smuggling?
Yes	No	Have you ever been convicted for or involved in Transporting, storage of, or dealing in an explosive or explosive device?	Yes	No	Have you ever been convicted for immigration violations?
Yes	No	Have you ever been convicted for or involved in Attacks against law enforcement or civil aviation facilities?	Yes	No	Have you ever been convicted for robbery?
Yes	No	Have you ever been convicted for or involved in any of the following?	Yes	No	Have you ever been convicted for distribution of, intent to distribute, or importation illegal drugs?
Yes	No	Have you ever been convicted for unlawful entry into an airport?	Yes	No	Have you ever been convicted for arson?
Yes	No	Have you ever been convicted for assault with intent to murder?	Yes	No	Have you ever been convicted for conspiracy or attempt to commit any of these crimes?
Yes	No	Have you ever been convicted for Kidnapping or hostage taking?	Yes	No	Have you ever been convicted for unlawful possession, use, sale, manufacture, purchase, distribution, receipt, transfer, shipping, transporting, import, export of, or dealing in a firearm or other weapon?
Yes	No	Have you ever been convicted for rape or aggravated sexual abuse?			

The information I have provided in this application is true, complete and correct to the best of my knowledge and belief and provided in good faith. I understand that a knowing and willful false statement can be punished under the law of the land. I will immediately notify the Civil Aviation Authority of Bangladesh, if I am arrested or charged with any of the disqualifying crimes listed above.

DATE:

(APPLICANT'S SIGNATURE)

SECTION E: COMMENTS FROM SPECIAL BRANCH OF BANGLADESH POLICE

Nothing adverse found against the applicant, the applicant is security cleared to obtain Airport Security Pass to the security restricted areas of airport

The applicant is not eligible for allowing to the security restricted areas of airport for following reasons:

.....

.....

.....

.....

.....

.....

DATE: ___ / ___ / _____

(NAME, SIGNATURE WITH SEAL OF THE VERIFYING OFFICIAL)

DATE: ___ / ___ / _____

(COUNTER SIGNATURE BY AUTHORIZED PERSONNEL)