

1 Passport size photograph (Latest before 3 months)
Copy of National Identity Card or Driving License (Maldivians Only)
Police Report for New Applicants (Maldivians Only)
Copy of Passport (Foreigners Only)
Copy of Work Permit OR Business Visa (Foreigners Only)
Copy of Operating License (for newly registered)
Copy of Business Registration Certificate (for newly registered)
Existing Pass (if any) for Cancellation (if organization changed)

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The holder of an airport security pass must visibly display the card on the front upper area of the outer clothing at all times whenever he/she remains in the controlled or security restricted areas of an airport. Upon request, the holder must produce the security pass for inspection by airport security personal, and members of the National Security Services, or officials and staff of other control authorities or operating personnel responsible for various functions in controlled or security restricted areas of an airport. The card does not mandate prior approval to enter controlled areas. Access will be approved at the control point, upon verification of the card and conformation of the need for access.

The airport security pass is a property of the AVIATION SECURITY COMMAND, which is kept in the personnel protection of the holder as a formal credential for the purpose of identification of the individual. The card will not be valid for use by any other person. The holder is entrusted with the safekeeping of the card until it is invalidated through expiry, termination of appointment, or until the card is annulled for other reasons. If the holder loses the security pass, the matter must be immediately reported to the Aviation Security Command or the Pass Administration Office. The holder will be liable for appropriate legal proceedings following any contravention of aviation security rules by a potential offender who gains unauthorized access using a lost identity card, which has not been duly reported to the Aviation Security Command. The holder of an Airport Security Pass has specific responsibilities in keeping the security of the Airport. Hence, each individual who receives a Security Pass shall comply with the following rules;

1. The Airport Security Pass must be returned to the Aviation Security Command following expiry of the card, termination of the holder's appointment, or cancellation of the card for any other reason. (A letter must be produced for cancellation of terminated staff cards)
2. Recovery of the lost security pass must be reported and the card handed over to the Aviation Security Command by the individual who recovers them.
3. Holders shall report to the Aviation Security Command or to the relevant authority, any person who violates the rules of the airport security pass system.
4. Holders of Airport Security Pass must be vigilant against possible contravention of Airport Security Rules and regulations by potential offenders. Such incidents and occurrences (actual or suspect) must be immediately reported to Aviation Security Command or to the related department.
5. The lost or theft of an Airport Security permit should be reported immediately in persons by telephone and in writing to the sponsor and the issuing authority. As a precautionary measure against recurrence, a fine of MRF53 will be imposed for cancellation and renewal of each lost airport security pass issued to an employer. In case of recurrence the measure will be augmented as follows:

- a) A fine of MRF106 will be imposed for cancellation and renewal of a permit which was lost for the second time;

- b) Where a person loses two passes, only after special consideration by the Commander of Aviation security Command and in exceptional circumstances, will a third pass be issued. A fine of MRF159 will be imposed for cancellation and renewal of a permit which was lost for the third time.

The Airport Security Pass should be presented when asked by the issuing authority or Control Point Security Staff. And the issuing authority has the right to confiscate the Airport Security Pass, if found acting against the General Rules for using Airport Security Pass.

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I have read the Rules for using Airport Security Pass and agree to abide by them as specified above.

Signature: _____	Name: _____	Date: _____	
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