



Civil Aviation Authority of the Philippines

AIRPORT ACCESS PASS APPLICATION

INSTRUCTION: Write legibly in ALL CAPITAL LETTERS or you may also fill this up with Adobe Acrobat.



NEW APPLICATION



RENEWAL



REPLACEMENT

PRIMARY INFORMATION

SURNAME EXT. FIRSTNAME MIDDLE NAME

AGENCY/OFFICE/BUSINESS NAME

POSITION/DESIGNATION

AIRPORT

PERSONAL INFORMATION

DATE OF BIRTH

HEIGHT (meters)

GENDER

RELIGION

WEIGHT (kg)

SSS/GSIS NO.

CIVIL STATUS

BLOOD TYPE

TIN NO.

CONTACT INFORMATION

OFFICE/BUSINESS COMPLETE ADDRESS

OFFICE/BUSINESS EMAIL ADDRESS

OFFICE CONTACT NO/S.

HOME (ANCESTRAL) ADDRESS

PRESENT ADDRESS

EMAIL ADDRESS

CONTACT NO/S.

IN CASE OF EMERGENCY

NAME OF CONTACT PERSON

PRESENT ADDRESS

CONTACT NO/S.

By signing below, I hereby certify that above statement of facts are true and correct to the best of my knowledge and ability. Any misrepresentation whereof on my part can be used as ground for denial of this application and revocation of the said pass in the future.

Attach 4 pcs
1.5" x 1.5"
ID Picture here

Sign inside the box

Applicant's Signature over printed name

Date accomplished

To be filled up only by the Head of Office/Establishment. If the applicant is the head of the office, below portion is not necessary.

ENDORSEMENT

This is to certify that above-mentioned employee is authorized by this office/establishment to apply for an access pass herein stated. By signing below, I shall take full responsibility of the applicant's actions and performance of its obligations in CAAP.

Sign inside the box

Signature Over Printed Name

Date signed

Note: This page must be printed at the back of Page 1.

REQUIREMENTS

Provide two (2) sets of each of the following requirements upon submission.

PRIMARY REQUIREMENTS:

- ☐ Valid Office/Company ID
- ☐ Valid Government ID
- ☐ Accomplished Personal History Statement Form (for new applicant with airside restriction)
- ☐ Valid Barangay Clearance (for new applicant)
- ☐ Valid NBI Clearance
- ☐ Previous Access Pass ID (for Renewal)
- ☐ Valid Security License (for security personnel)
- ☐ Valid Driver's License (for company/office driver)
- ☐ 4 pcs 1.5" x 1.5" ID Picture (taken within 6 months)
- ☐ Affidavit of Loss (for lost Access Pass)
- ☐ Valid Business/Mayor's Permit (for other Business Establishment)

ADDITIONAL REQUIREMENTS IF:

- A. Applicant is the Owner (Signatory of the Contract of Lease)
 - ☐ Latest approved CAAP Contract of Lease
- B. Applicant is an Employee
 - ☐ Valid Government ID of Endorsing Official
 - ☐ Office/Company's Endorsement Letter/Certificate of Employment
- C. Accommodation/Tourist Transportation Service
 - ☐ DOT Accreditation
 - ☐ Latest CAAP Vehicle Sticker

SECONDARY REQUIREMENT:

- ☐ CAAP Local Airport's Security and Safety Seminar Attendance

FEE: PhP 112.00

FOR CAAP/PNP-AVSEU USE ONLY

CSIS UNIT

AIRPORT ACCESS RESTRICTIONS

PTB:	OTHER AIRPORT FACILITIES:		<input type="checkbox"/> ALL AREAS
<input type="checkbox"/> CHECK-IN	<input type="checkbox"/> PERIMETER ROAD (1)	<input type="checkbox"/> POWER PLANT (5)	
<input type="checkbox"/> ARRIVAL	<input type="checkbox"/> RAMP/BUILD UP (2)	<input type="checkbox"/> MAINTENANCE BLDG. (5)	<input type="checkbox"/> LANDSIDE (GROUNDS)
<input type="checkbox"/> PRE-DEPARTURE (1)	<input type="checkbox"/> RUNWAY (3)	<input type="checkbox"/> ARFF BLDG (6)	<input type="checkbox"/> ADMIN BLDG. (1)
<input type="checkbox"/> VIP LOUNGE (2)	<input type="checkbox"/> ANS/ATC BLDG. (4)	<input type="checkbox"/> CARGO AREA	<input type="checkbox"/> ENGINEERING BLDG. (2)

REMARKS:

VERIFIED:

Sign here

Area Chief, CSIS

PNP-AVSEU 4

REMARKS:

RECOMMEND APPROVAL:

Sign here

OIC, AVSEU 4

CAAP AIRPORT MANAGER

APPROVED:

Sign here

Acting Airport Manager

Airport