

## Instructions for filling AEP Form

1. Form to be filled legibly in BLOCK LETTERS and in BLACK INK only. Please fill the form in legible handwriting so as to avoid errors in your application processing. Please do not overwrite. Corrections should be made by cancelling and re-writing and such corrections should be counter-signed by the applicant.
2. Each small box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
3. The subscriber should affix a recent colour photograph (size 3.5 cm x 2.5 cm) in the space provided on the form. The photograph should not be stapled or clipped to the form (The clarity of image on AEP card will depend on the quality and clarity of photograph affixed on the form).
4. 60% of the photograph, so affixed, should cover the face of the applicant.
5. The photograph appended and uploaded must be latest and not earlier than three months from the date of submission of application.
6. Persons entitled operating uniforms within aerodrome premises must submit and upload photographs in uniform.
7. All photographs appended and uploaded must be without headgear.
8. Persons with spectacles must submit and upload photograph adorning spectacles.
9. Applications incomplete in any respect and/or not accompanied by required documents are liable to be rejected. The application is liable to be rejected if mandatory fields are left blank.
10. No. Proof of Identity (Copy of any one) / No. Proof of Address (Copy of any one):-

Proof of Identity	Proof of Address
Aadhaar Card	Electricity bill
Driving Licence	Telephone bill
Passport	Passport
PAN Card	Voter Identity Card
Voter Identity Card	Ration Card with attested Photo
Ration Card with attested Photo	Bank Certificate in original on Bank Letter head with attested Photo
Bank Certificate in original on Bank Letter head with attested Photo	Government Issued ID Card – State/Centre
Government Issued ID Card – State/Centre	Driving Licence

11. Size of the document needs to be uploaded:

Sl. No	Document Name	File Type	Max File Size
1	Entity Incorporation Certificate	PDF	5 MB
2	Proof of Identity	PDF/ JPEG	100 KB
3	Letter from Board of Directors for appointing AS	PDF	5 MB
4	Contract documents signed with Airport Director	PDF	5 MB

5	Recommendation from Authorized Signatory of User Entity		600 KB
6	Transfer Order ( In case of Govt. Employee)		600 KB
7	Employer Security Clearance		600 KB
8	AVSEC Training		750 KB
9	Police verification through Airport Operator:- <ul style="list-style-type: none"> <li>· Verification by SHO's in 4-90 days pass temporary</li> <li>· Verification by (Commisionerate / SP Office/ Special Bureau &amp; Passport (Valid till 5 years from the date of Pass issuance e.g. if Passport is valid till 13-Nov-2017 and pass issues on 13-Nov-2012 then pass validity will be 10 months &amp; 13 days assuming new AEP gets issued by 1-Jan of every year) in permanent pass</li> <li>· Police verification through Airport Operator in Commercial pass</li> </ul>		1 MB
10	Payment Receipt		100 KB
11	Valid License		100 KB
12	Valid FATA by DGCA		100 KB
13	Valid Visa		100 KB
14	IB Clearance ( Not required in case of employment Visa)		600 KB
15	Recommendation of J.S. (Protocol) and Branch Secretariat		600 KB
16	State Protocol Department through BCAS for remaining cities		
17	For enquiry – Letter of HR Department of respective Government		600 KB
18	Photograph		20 KB

12. Mandatory documents required to be uploaded for various kinds of passes are as under:

<b>Pass type: 1 – 3 day pass</b>	
<b>S. No.</b>	<b>Required Documents</b>
1.	Recommendation from Authorized Signatory of User Entity
2.	ID Proof

<b>Pass type: 4 – 90 day pass</b>	
<b>S. No.</b>	<b>Required Documents</b>
1.	Appointment Letter
2.	Transfer Order( In case of Govt. Employee)
3.	Employer Security Clearance
4.	AVSEC Training
5.	Police Verification through Airport Operator <ul style="list-style-type: none"> <li>· Verification by Station House Officer</li> </ul>

6.	Contract Period (validity up-to 6 months from the date of pass issue)
----	---

<b>Pass type: Permanent pass</b>	
<b>S. No.</b>	<b>Required Documents</b>
1.	Appointment Letter
2.	Transfer Order( In case of Govt. Employee)
3.	Employer Security Clearance
4.	AVSEC Training
5.	Police Verification through Airport Operator. Verification through following means is acceptable <ul style="list-style-type: none"> <li>· Commisionerate</li> <li>· SP Office</li> <li>· Special Bureau</li> <li>· Passport office (if passport is issue within last 5 years)</li> </ul>
6.	Contract Period (validity up-to 6 months from the date of pass issue)

<b>Pass type: Commercial pass</b>	
<b>S. No.</b>	<b>Required Documents</b>
1.	Appointment Letter
2.	Transfer Order( In case of Govt. Employee)
3.	Employer Security Clearance
4.	Payment receipt
5.	AVSEC Training
6.	Police Verification through Airport Operator
7.	Contract Period (validity up-to 6 months from the date of pass issue)

<b>Pass type: Foreign national pass</b>	
<b>S. No.</b>	<b>Required Documents</b>
1.	Valid contract with the Airline
2.	Valid License
3.	Valid FATA by DGCA
4.	Valid Visa
5.	IB Clearance(Not required in case of employment Visa)
6.	AVSEC Training

<b>Pass type: Protocol pass</b>	
<b>S. No.</b>	<b>Required Documents</b>
	<b>Delhi/ Chennai/ Kolkata</b>
1.	Recommendation of J.S. (Protocol) and Branch Secretariat
	<b>Mumbai</b>
2.	State Protocol Department through BCAS for remaining cities
3.	For enquiry – Letter of HR Department of respective Government