

# **Entry Pass Requests**

Simplify your access with our streamlined Entry Pass Request system. Through our intuitive platform, effortlessly submit your entry pass requests online. Simply sign in to your account, head to the Entry Pass section, and complete the required information. Whether it's a one-time visit or a recurring entry, our system guarantees swift and efficient approval. Embrace the convenience of digitally managing your entry pass requests, empowering you to take charge of your access. Step into a new era of efficiency!

LINK: https://eservices.fujairah-airport.ae/

- 1. Temporary Entry Pass
- 2. Permanent Entry Pass
- 3. <u>Vehicle Entry Pass</u>
- 4. Laptop Entry Pass
- 5. <u>Crew Entry Pass</u>

#### Other:

- 1. <u>Request Status</u>
- 2. Attachments





# Temporary Entry Pass

Need temporary access? Our Temporary Entry Pass service has got you covered. Whether you're hosting guests, contractors, or visitors, our user-friendly system allows you to request short-term access quickly and conveniently. Just log into your account, locate the Temporary Entry Pass option, and provide the essential details. With a swift approval process, your guests can enjoy seamless entry while you remain in control. Embrace the ease of managing temporary access digitally and make welcoming your visitors a breeze. Your convenience is our priority.

0	e-Service Description	
This	service enables the customers to obtain a Entry pass to access Fujairah International Airport premises and service areas	-11
0	Applicable persons	
Those	e registered in Fujairah International Airport as customers	1
0	Pre-requisites for service authorization	
Initial	approval from Fujairah International Airport Security	
0	Procedure	
	Recieve application online	- 18
		- 18
	Check for compliance	10
	Approve request	-12
	Notifying the customer via e-mail	-18
	Pay	- 18
0	Required documents	1
	Passport Emirates to copy	18
	Visa copy	18
	Passport size photo, less than 1 MB	18
	Self-Introductory Statement	-18
		-18
6	Service Fee	R
The o	cost will be determined by the type and validity period of pass	DAI
0	Payment method	٦.
Cash	or Online payment	10
6	Delivery method	
Once	ready, Fujairah International Airport will make notification through details provided by applicant	- 18
-		-
(D) In the	Terms and Conditions	
applic	cation. Fujairah International Airport reserves the right to reject the application at any time	



NEW				WYMENT PENDING	
mporary E	intry Pass			C Renew Pass	7 💄 Set User Inform
otice! The Temporary ass	Entry Pass is valid for a ma	ximum of 25 days. If you nee	ed a pass for a duration a	xceeding 25 days, kindly apply fo	or a Permanent Entry
DETAILS					
User Name	User User		PassCode		
Name*			الاسم بالعربى		
Company *	Abc		الشركة بالعربية	الشريكة بالعربية	
Designation *			المهنة بالعربية		
Department *			Gender *	Select gender	
Address *			Phone Number*		
Nationality *	Select country	~	الجنسية يالعربي		
Religion	Select religion	~	الديتة		
Sect			المذهب		
Date Of Birth	13/03/2009	-	Emirates ID/UID		
Passport Number			Email *		
Purpose *			الغرض من الدخول		
Area *			المشاطق		
From Date *	13/03/2024		Expiry Date *	13/03/2024	=
Final payment and di     Payment Mode *	scount will be determined by P	RO services/Approval process.	Amount		
VAT -			50C *	50	
Discount	0		No Of David	5	
Total Amount	0		No Or Days	1	
	55				
ATTACHMENTS					
Passport size Select appropriate file	photo*	Attachments* Please attach single file Request letter from the	contains Passport, Visa, company.	CID Form Please attach Self-Introduc Statement.	tory (download and fil
Drag & d	rop files here	Drag & dro	op files here	Drag & drop	files here
Select file After you select file u Upload button before s O Altowed file type: I'm	Browse using browse please click on aving (Max File Size is : 1 MB) age Only	Select file After you select file usi Upload button before say Allowed file type: PDF	Browse ng browse, please click on ing (Max File Size is : 3 MB)	Select file	Browse prowse, please click on (Max File Size is : 1 MB)
		1		B Save	🕞 Submit 🖌 e c

LINK: https://eservices.fujairah-airport.ae/IndividualEntryPassRegistration/Create



### <u>Guidelines</u>

- 1. Fields marked with an asterisk (\*) are mandatory.
- 2. Fill in all your details in the "Details of Applicant" section.
- 3. If the account holder is applying for himself, you can opt to use the "Set User Information" option to automatically populate your details.
- 4. After filling out the form, you have the option to either save or submit the request. The Save option creates a draft of your application, allowing you to submit it later. The Submit option submits your application for further approval.

Label	Description	Example
Name	Provide the name of the individual for whom the pass is to be issued.	Wajid Ullah Khan
Company	Provide the company of the individual for whom the pass is to be issued.	FIA
Designation	Provide the Designation of the individual for whom the pass is to be issued.	Engineer
Department	Provide the Department of the individual for whom the pass is to be issued.	Engineering
Address	Provide the Address of the individual for whom the pass is to be issued.	Fujairah
Nationality	Provide the Nationality of the individual for whom the pass is to be issued.	Pakistan
Religion	Provide the Religion of the individual for whom the pass is to be issued.	Muslim
Sect	Please provide the subcategory of the individual's religion for whom the pass is to be issued.	Sunni
Date of birth	Provide the Date of birth of the individual for whom the pass is to be issued.	01-01-1990
Passport Number	Provide the Passport Number of the individual for whom the pass is to be issued.	L 984559
Purpose	Specify the purpose of the entry pass	Work
Area	Specify the Area of the Airport where the pass holder needs access	Gate number 2
Gender	Select the Gender of the individual for whom the pass is to be issued.	Male
Phone Number	Provide the Phone Number of the individual for whom the pass is to be issued.	0501111111
Emirates ID	Provide the Emirates ID number of the individual for whom the pass is to be issued.	784-1990- 1245698-2



Email	Provide a valid Email of the individual for whom the pass is to be issued.	test@test.com
Payment Mode	<ul> <li>Select the payment mode Cash/Online</li> <li>Cash: Visit PRO department to pay with cash OR card</li> <li>Online: Online payment service by using your VISA/Master card</li> </ul>	Cash
From Date	Specify the date from which an entry pass is required	03/03/2024
Expiry Date	Specify the date to which an entry pass is required	12/03/2024

Attachment Name	Description	Example
Passport Size Photo	Max File Size is: 1 MB	Refer Attachment
	Allowed file type: Image Only	Section
Attachments	Please attach single file contains Passport, Visa, Request	Refer Attachment
	letter from the company.	Section
	Max File Size is: 3 MB	
	Allowed file type: PDF Only	
	All fields in the form must be completed. If you don't have	
CID form	any details for a particular field, please write "- or Nil".	
	Max File Size is: 1 MB	
	Allowed file type: PDF Only	



# Permanent Entry Pass

Simplify your access with our Permanent Entry Pass solution. Bid farewell to repetitive approvals and complex procedures. Our streamlined platform enables you to effortlessly apply for a permanent entry pass. Sign in to your account, locate the Permanent Entry Pass section, and provide the necessary information. Whether you're a regular visitor or a resident, our efficient approval process ensures that you enjoy uninterrupted access. Embrace the convenience of managing your permanent access digitally and experience a new level of ease. Your comfort and security are our foremost concerns.

e-Service Description	
This service enables the customers to obtain a Permenent Entry pass to access Fujairah International Airport areas	premises and service
2 Applicable persons	
Those registered in Fujairah International Airport as customers	
Pre-requisites for service authorization	1.15
Initial approval from Fujairah International Airport Security	
O Procedure	1
Recieve application online	+ 4
Check for compliance	
Approve request	
Notifying the customer via e-mail	(£)
Pay	
6 Required documents	
Passport / Emirates ID copy	
Visa copy	
Passport size photo, less than 1 MB	
Self-Introductory Statement	
	То
3 Service Fee	bring
The cost will be determined by the type and validity period of pass	
🕖 Payment method	
Cash or Online payment	
8 Delivery method	
Once ready, Fujairah International Airport will make notification through details provided by applicant	
Ierms and Conditions	
In the event the expiration of the entry pass, the customer is obligated to renew the entry pass. This will be the application. Fullarish International Airport reserves the right to relact the application at any time.	eated as a new



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Date Name     User User     PascOde       Employee Number*	otice! The Permanent ease submit an applica	Entry Pass is valid for periods tion for a Temporary Entry Pa	exceeding 25 days but Iss	less than 365 days, if yo	u require a pass for a duration eq	ual to or less than 25 (
User Name User User   Employer Number*   Name*   Alt:   Company*   Alt:   Separation *   Sep	DETAILS					
Employee Number*   Name*   Company*   Add:   Designation 1   Section 2   Address*   Designation 1   Section 2   Address*   Company 1   Address*   Designation 1   Section 2   Section 2 <td>User Name</td> <td>User User</td> <td></td> <td>PassCode</td> <td></td> <td></td>	User Name	User User		PassCode		
Name*	Employee Number *					
Company*       Attc       Resk 4,5,221       Height 4,5,221         Designation*       Resk 4,5,221       Select 1 gender         Address*       Gender       Select 1 gender         Address*       Phone Number*       Image: A spin 1 and a spin 2	Name*			الأسم يالعربى		
Designention *  Designention *  Designention *  Designention *  Address *  Designention *  Select country  v spik kapi  Religion  Select country v spik kapi  Religion  Select country v spik kapi  Country  Select c	Company *	Abc		الشركة بالعربية	الشركة بالجرابية	
Department*   Address*   Nationality*   Select country   Prove Number*   Religion   Select country   Select file   S	Designation *			المهلة بالعربية		
Address *   Nationality *   Select country   Religion   Select religion   Select religion   Seci   Date Of Birth   1303/2000   Brinites ID/UD   Propose *   Charles Country   Purpose *   Purpose *   Purpose *   Purpose *   Purpose *   Purpose *   Purpose * <td>Department *</td> <td></td> <td></td> <td>Gender</td> <td>Select gender</td> <td></td>	Department *			Gender	Select gender	
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Secci       unit of Birth       13/03/2009       Emirates ID/UD         Passport Number       fmail       Imirates ID/UD         Parsport       unit imit imit imit imit imit imit imit i	Religion	Setect religion	~	هيتة ا		
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P Final payment and discount will be determined by PRO services/Approval process.  Payment Mode * Cash Online Amount * 50 VAT* 0 SDC * 5 Discount * 0 No Of Days * 1 Total Amount 55  CTTACHMEENTS  Passport size photo * Select appropriate file Drag & drop files here Select file Browse Of After you select file using browse spling files files is 1 MM	From Date *	13/03/2024		Expiry Date *	13/03/2024	
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LINK: https://eservices.fujairah-airport.ae/PermanentEntryPassRegistration/Create



### **Guidelines**

- 1. Fields marked with an asterisk (\*) are mandatory.
- 2. Fill in all your details in the "Details of Applicant" section.
- 3. If the account holder is applying for himself, you can opt to use the "Set User Information" option to automatically populate your details.
- 4. After filling out the form, you have the option to either save or submit the request. The Save option creates a draft of your application, allowing you to submit it later. The Submit option submits your application for further approval.

Label	Description	Example
Employee Number	Provide the Employee registration number, if you don't know the number please add 10101	FIA12345
Name	Provide the name of the individual for whom the pass is to be issued.	Wajid Ullah Khan
Company	Provide the company of the individual for whom the pass is to be issued.	FIA
Designation	Provide the Designation of the individual for whom the pass is to be issued.	Engineer
Department	Provide the Department of the individual for whom the pass is to be issued.	Engineering
Address	Provide the Address of the individual for whom the pass is to be issued.	Fujairah
Nationality	Provide the Nationality of the individual for whom the pass is to be issued.	Pakistan
Religion	Provide the Religion of the individual for whom the pass is to be issued.	Muslim
Sect	Please provide the subcategory of the individual's religion for whom the pass is to be issued.	Sunni
Date of birth	Provide the Date of birth of the individual for whom the pass is to be issued.	01-01-1990
Passport Number	Provide the Passport Number of the individual for whom the pass is to be issued.	L 984559
Purpose	Specify the purpose of the entry pass	Work
Area	Specify the Area of the Airport where the pass holder needs access	Gate number 2
Gender	Select the Gender of the individual for whom the pass is to be issued.	Male
Phone Number	Provide the Phone Number of the individual for whom the pass is to be issued.	0501111111
Emirates ID	Provide the Emirates ID number of the individual for whom the pass is to be issued.	784-1990- 1245698-2



Email	Provide a valid Email of the individual for whom the pass is to be issued.	test@test.com
Payment	Select the payment mode Cash/Online	Cash
Mode	<ul> <li>Cash: Visit PRO department to pay with cash OR card</li> <li>Online: Online payment service by using your VISA/Master card</li> </ul>	
From Date	Specify the date from which an entry pass is required	03/03/2024
Expiry Date	Specify the date to which an entry pass is required	02/03/2025

Attachment Name	Description	Example
Passport Size Photo	Max File Size is: 1 MB, Allowed file type: Image Only	Refer Attachment
Attachments	Please attach single file contains <b>Passport, Visa, Request</b> <b>letter from the company.</b> Max File Size is: 3 MB, Allowed file type: PDF Only	Refer Attachment Section
CID form	All fields in the form must be completed. If you don't have any details for a particular field, please write "- or Nil". Max File Size is: 1 MB, Allowed file type: PDF Only	



# Vehicle Entry Pass

Navigate entry for your vehicles with ease through our Vehicle Entry Pass service. No more hassle at the gate or delays. Our seamless digital platform allows you to request entry passes for your vehicles effortlessly. Access your account, find the Vehicle Entry Pass section, and input the required details. Whether it's a daily driver or a temporary visitor's vehicle, our quick approval process ensures smooth entry. Embrace the convenience of managing vehicle access digitally, putting you in control of your comings and goings. Welcome to a new era of efficient access management!

This se	ervice enables the customers to obtain a Entry pass to access Fujairah International Airport premises and service area	5
0	Applicable persons	
Those	registered in Fujairah International Airport as customers	
Initial :	Pre-requisites for service authorization approval from Fujairah International Airport Security	
0	Procedure	
	Recieve application online	U
	Check for compliance	
	Approve request	- 18
	Notifying the customer via e-mail	
	Pay	
6	Required documents	
	Valid Registration Card of the vehicle	
	Valid draine liconse	
	Descent 8 vice conv (for Nex 1/AE Local)	
	Passport & Visa copy (for Non OAE Cocal)	
	Passport & Emirates ID (for OAE Nationals)	
	Valid letter of authorization incm the company stating the purpose of visit, unity and oxit date & area of visit	То
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Cash o	Payment method or Online payment	
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Once	ready, Fujairah International Airport will make notification through details provided by applicant	
	Terms and Conditions	
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NEW				ENVIRONT PENCIPLO	
ehicle Entry	Pass			C Iteniew Pass?	💄 Set User informat
elect Passholder/Gate	aass Person Name				
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DETAILS					
User Name	User User		PassCode		
Driver Name *			اسم السائق		
Company .	Abc		الشركة بالعربية	الشركة بالبربية	
Department *			Gender	Select gender	Ų
Designation *			المهلة بالعربية		
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Nationality*	Select country	~	الجنسية يالعربن		
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Sect			المذهب		
Date Of Birth	13/03/2009		Emirates ID/UID		
Passport Number			Email *		
Purpose *			الغريض من الدخول		
Arca *			الشعلق		
From Date *	13/03/2024	-	Expiry Date*	13/03/2024	
Time In *		0	Time Out *		0
Car Owner *			Car Number *		
License Number*			Car Colour*		
• Final payment and dis	count will be determined by PRO services/Approv	val process.			
Payment Mode *	🔴 Cash 🥚 Online		Amount*	100	
VAT *	0		SDC *	5	
Discount *	0		No Of Days *	1	
Total Amount	105				
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ATTACHMENTS					
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Max File Size is 1 MB) Allowed file type: Image	ge Only	e savirig	After you select file (Max File Size is : 3 MB Allowed file type: Pi	using browse, please click on Upload b ) DF	atton before saving
				B Save	

LINK: https://eservices.fujairah-airport.ae/VehicleEntryPassRegistration/Create



### <u>Guidelines</u>

- 1. Fields marked with an asterisk (\*) are mandatory.
- 2. Fill in all your details in the "Details of Applicant" section.
- 3. If the account holder is applying for himself, you can opt to use the "Set User Information" option to automatically populate your details.
- 4. After filling out the form, you have the option to either save or submit the request. The Save option creates a draft of your application, allowing you to submit it later. The Submit option submits your application for further approval.

Label	Description	Example
Driver Name	Provide the name of the vehicle driver	Wajid Ullah
Company	Provide the company of the individual for whom the pass is to be issued.	FIA
Designation	Provide the Designation of the individual for whom the pass is to be issued.	Engineer
Department	Provide the Department of the individual for whom the pass is to be issued.	Engineering
Address	Provide the Address of the individual for whom the pass is to be issued.	Fujairah
Nationality	Provide the Nationality of the individual for whom the pass is to be issued.	Pakistan
Religion	Provide the Religion of the individual for whom the pass is to be issued.	Muslim
Sect	Please provide the subcategory of the individual's religion for whom the pass is to be issued.	Sunni
Date of birth	Provide the Date of birth of the individual for whom the pass is to be issued.	01-01-1990
Passport Number	Provide the Passport Number of the individual for whom the pass is to be issued.	L 984559
Purpose	Specify the purpose of the entry pass	Work
Area	Specify the Area of the Airport where the pass holder needs access	Gate number 2
Gender	Select the Gender of the individual for whom the pass is to be issued.	Male
Phone Number	Provide the Phone Number of the individual for whom the pass is to be issued.	0501111111
Emirates ID	Provide the Emirates ID number of the individual for whom the pass is to be issued.	784-1990- 1245698-2



Email	Provide a valid Email of the individual for whom the pass is to be issued.	test@test.com
Payment Mode	Select the payment mode Cash/Online	Cash
	<ul> <li>Cash: Visit PRO department to pay with cash OR card</li> <li>Online: Online payment service by using your VISA/Master card</li> </ul>	
From Date	Specify the date from which an entry pass is required	03/03/2024
Expiry Date	Specify the date to which an entry pass is required	12/03/2024
Time In	Provide entry time	10:00 AM
Time Out	Provide exit time	12:00 PM
Car Owner	Provide vehicle Owner's name	Wajid Ullah
Car Number	Provide vehicle registration number	M 13234
Car color	Specify vehicle color	Black
License Number	Provide license number of the driver	1234567

Attachment Name	Description	Example
Passport Size Photo of the driver	Max File Size is: 1 MB, Allowed file type: Image Only	Refer Attachment Section
Attachments	Please attach single file containing Valid Registration Card of the vehicle, Valid driving license, Passport, Emirates ID, VISA, Letter of authorization, Self- Introductory Statement. Max File Size is: 3 MB, Allowed file type: PDF Only	Refer Attachment Section



# Laptop Entry Pass

Introducing our innovative Laptop Entry Pass solution - a novel way to ensure secure and efficient access. Say farewell to complex logins and manual verifications. With our cutting-edge system, you can now request an entry pass for your laptop. Simply access your account, locate the Laptop Entry Pass section, and provide the necessary details. Whether it's for virtual meetings, presentations, or collaborations, our streamlined approval process guarantees swift access. Embrace the convenience of digitally managing your laptop access, putting you in charge of your virtual interactions. Welcome to a new era of seamless connectivity!

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	Laptop Entry Pass		= + ×	Help	DummyLiset
	e-Service Description				
	This service enables the customers to obtain a Laptop permission pass to use inside Fuild	airah International Aimort	premises and		
	service areas				
	2 Applicable persons				
and the second	Those registered in Fujairah International Airport as customers				
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	OPE Pre-requisites for service authorization				
	Initial approval from Fujairah International Airport Security			Act	
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	Approve request				
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	6 Required documents				
	Valid Aiment ID				
	Valid Aliport ito				
	Request letter from the company stating purpose, area, brand, model of the devi	ice			
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	3 Service Fee				
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	3 Delivery method	1977 (197 <u>2</u> ) (1976)			
	Once ready, Fujairah International Airport will make notification through details provided b	by applicant			
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	application. Fujairah International Airport reserves the right to reject the application at any	y time	as a new		
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Department *			Email *		
Designation *			المهلة بالعربية		
Address *			Phone Number *		
Nationality *	Select country	Ŷ	الجنسية يلغربن		
Purpose *			الغرض من الدفول		
Area *			التثطق		
From Date *	13/03/2024		Expiry Date*	13/03/2024	1
Registration Number *					
Final payment and dis	count will be determined by PRO services/Ap	proval process.			
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			Company		
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<u> </u>					
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LINK: <u>https://eservices.fujairah-airport.ae/LaptopEntryPassRegistration/Create</u>



### <u>Guidelines</u>

- 1. Fields marked with an asterisk (\*) are mandatory.
- 2. Fill in all your details in the "Details of Applicant" section.
- 3. If the account holder is applying for himself, you can opt to use the "Set User Information" option to automatically populate your details.
- 4. After filling out the form, you have the option to either save or submit the request. The Save option creates a draft of your application, allowing you to submit it later. The Submit option submits your application for further approval.

Label	Description	Example
Name	Provide the name of the individual for whom the pass is to be issued.	Wajid Ullah Khan
Company	Provide the company of the individual for whom the pass is to be issued.	FIA
Designation	Provide the Designation of the individual for whom the pass is to be issued.	Engineer
Department	Provide the Department of the individual for whom the pass is to be issued.	Engineering
Address	Provide the Address of the individual for whom the pass is to be issued.	Fujairah
Nationality	Provide the Nationality of the individual for whom the pass is to be issued.	Pakistan
Purpose	Specify the purpose of the entry pass	Work
Area	Specify the Area of the Airport where the pass holder needs access	Gate number 2
Phone Number	Provide the Phone Number of the individual for whom the pass is to be issued.	0501111111
Email	Provide a valid Email of the individual for whom the pass is to be issued.	test@test.com
Payment Mode	Select the payment mode Cash/Online	Online
	<ul> <li>Cash: Visit PRO department to pay with cash OR card</li> <li>Online: Online payment service by using your VISA/Master card</li> </ul>	
From Date	Specify the date from which an entry pass is required	03/03/2024
Expiry Date	Specify the date to which an entry pass is required	12/03/2024
Registration Number	Provide laptop registration number	1ZXR3TYHUI



Attachment Name	Description	Example
Passport size photo	Max File Size is: 1 MB	Refer Attachment
for Laptop Holder	Allowed file type: Image Only	Section
Attachments	Please attach single file contains Valid Airport ID,	Refer Attachment
	Request Letter from The Company.	Section
	Max File Size is: 3 MB	
	Allowed file type: PDF Only	



# Crew Entry Pass

Smoothly manage your crew's access with our Crew Entry Pass service. No more administrative hassles or delays at the entry point. Our user-friendly platform empowers you to effortlessly request entry passes for your crew members. Access your account, navigate to the Crew Entry Pass section, and enter the essential details. Whether it's for a one-time project or ongoing work, our efficient approval process ensures uninterrupted entry. Embrace the convenience of digitally managing crew access, giving you control over team movements. Welcome to a new era of streamlined crew management!

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0	- Comico Decemination	
This s	e-Service Description service enables the crew to obtain a permission pass to access Eulairah International Airport premises and service a	reas
		1005
0	Applicable persons	
Those	e registered in Fujairah International Airport as customers	
_		
8	Pre-requisites for service authorization	
Initial	approval from Fujairah International Airport Security	
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	Check for compliance	
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	Approve request	
	Notifying the customer via e-mail	2
	Pay	1
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<ul> <li>The co</li> <li>Cash</li> <li>Cash</li> </ul>	Required documents         General declaration with Immigration entry stamp         Passport size photo         Service Fee         cost will be determined by the type and validity period of pass         Payment method         or Online payment         Delivery method	3
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<ul> <li>The color</li> <li>Cash</li> <li>Once</li> <li>In the applic</li> </ul>	Required documents         General declaration with Immigration entry stamp         Passport size photo         Service Fee         cost will be determined by the type and validity period of pass         Payment method         or Online payment         Delivery method         ready. Fujairah International Airport will make notification through details provided by applicant         Terms and Conditions         a event the expiration of the entry pass, the customer is obligated to renew the entry pass. This will be treated as a metation. Fujairah International Airport reserves the right to reject the application at any time	ew
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NEW (1)	PENDING APPROVAL			PAVMENT PENDING	COMPLETED
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DETAILS					
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Designation *			المهنة بالعربية		
Department *			Gender	Select gender	
Address *			Phone Number *		
Nationality *	Select country	-	الجنسية بالغربي		
Religion	Select religion	~	لليقة		
Sect			المذهب		
Date Of Birth	13/03/2009		Emirates ID/UID		
Passport Number			Email*		
Purpose *			الغرض من الدخول		
Area *			المتطق		
From Date *	13/03/2024		Expiry Date*	13/03/2024	1
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Registration Number					
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LINK: <u>https://eservices.fujairah-airport.ae/CrewEntryPassRegistration/Create</u>



### <u>Guidelines</u>

- 1. Fields marked with an asterisk (\*) are mandatory.
- 2. Fill in all your details in the "Details of Applicant" section.
- 3. If the account holder is applying for himself, you can opt to use the "Set User Information" option to automatically populate your details.
- 4. After filling out the form, you have the option to either save or submit the request. The Save option creates a draft of your application, allowing you to submit it later. The Submit option submits your application for further approval.

Label	Description	Example
Name	Provide the name of the Crew member for whom the pass is to be issued.	Wajid Ullah Khan
Company	Provide the company of the individual for whom the pass is to be issued.	FIA
Designation	Provide the Designation of the individual for whom the pass is to be issued.	Engineer
Department	Provide the Department of the individual for whom the pass is to be issued.	Engineering
Address	Provide the Address of the individual for whom the pass is to be issued.	Fujairah
Nationality	Provide the Nationality of the individual for whom the pass is to be issued.	Pakistan
Religion	Provide the Religion of the individual for whom the pass is to be issued.	Muslim
Sect	Please provide the subcategory of the individual's religion for whom the pass is to be issued.	Sunni
Date of birth	Provide the Date of birth of the individual for whom the pass is to be issued.	01-01-1990
Passport Number	Provide the Passport Number of the individual for whom the pass is to be issued.	L 984559
Purpose	Specify the purpose of the entry pass	Work
Area	Specify the Area of the Airport where the pass holder needs access	Gate number 2
Gender	Select the Gender of the individual for whom the pass is to be issued.	Male
Phone Number	Provide the Phone Number of the individual for whom the pass is to be issued.	0501111111
Emirates ID	Provide the Emirates ID number of the individual for whom the pass is to be issued.	784-1990- 1245698-2



Email	Provide a valid Email of the individual for whom the pass is to be issued.	test@test.com
Payment Mode	<ul> <li>Select the payment mode Cash/Online</li> <li>Cash: Visit PRO department to pay with cash OR card</li> <li>Online: Online payment service by using your VISA/Master card</li> </ul>	Cash
From Date	Specify the date from which an entry pass is required	03/03/2024
Expiry Date	Enter the date to which an entry pass is required	12/03/2024
Time In	Provide entry time	10:00 AM
Time Out	Provide exit time	12:00 PM
Registration Number	Provide crew registration number	1234567

Attachment Name	Description	Example
Passport Size Photo	Max File Size is: 1 MB ,Allowed file type: Image Only	Refer Attachment Section
Attachments	Please attach single file contains General declaration with Immigration entry stamp	Refer Attachment Section
	Max File Size is: 3 MB, Allowed file type: PDF Only	



# Entry Pass Request Status

Stay informed about your Entry Pass status with our easy-to-use system. No more guessing or waiting. Simply log into your account and navigate to the My Application(s) section. Here, you can track the progress of your pass request, whether it's pending, approved, or rejected. Stay in the loop and plan your activities accordingly. With our transparent status updates, you're always in control of your access. Embrace the convenience of real-time information, ensuring a smooth and hassle-free experience. Your clarity is our priority.

### **Request Status**

Request Status	Description
New	The status of your service request is marked as "New" when it's submitted for approval.
Pending Approval	The status of your service request is marked as " <b>Pending Approval</b> " when it is under approval process by the departments.
Approved	The status of your service request is marked as " <b>Approved</b> " once it has been fully approved by all relevant departments.
Rejected	The status of your service request has been marked as " <b>Rejected</b> ," indicating that the request cannot proceed due to certain reasons.
Payment Pending	The status of your service request is " <b>Payment Pending</b> ," indicating that a payment is required to finalize the request.
Completed	Your service request status is marked as " <b>Completed</b> " once it has been approved by all departments and the payment process has been finalized.
Used	The status of your service request is " <b>Used</b> " when it has been utilized.
Reassign	Your service request status is marked as " <b>Reassign</b> " when there is any unclear or missing information submitted. You are kindly requested to resubmit it with the necessary modifications.
Expired	If you do not utilize the service by the approved date, it will expire.



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MY APPLICATION(S)  Request # (Service Name)  MTF-2024-03-00001 (Material to FIA)  TL-2024-03-00003 (Trade License Request)  Records: 1 - 2 of 2	Request Type New New	User (Email) DummyUser (it.trainee@fia.ae) DummyUser (it.trainee@fia.ae)	Requested Date Time 13/03/2024 11:32:24 am 13/03/2024 09:36:46 am	Request Status (USed ) Completed	Image: Second

LINK: https://eservices.fujairah-airport.ae/ServiceRequest



To modify your files as per our application requirements, please utilize the **Snipping Tool**, or **Microsoft Paint** available on Windows, to properly crop your documents. Save these cropped documents as PNG or JPEG files.

#### To merge documents, follow these steps:

- Copy the cropped images to a Word document one by one.
- Click on the "File" option in the menu.
- Choose the "Save As" option.
- In the "Save As Type" dropdown menu, select PDF.
- This will create a merged PDF file.
- Alternatively, you can use online editors like 'ilovepdf' to perform this action.

#### LINKS:

- 1. https://eservices.fujairah-airport.ae/Download/Tutorials/Crop\_Photo.mp4
- 2. https://eservices.fujairah-airport.ae/Download/Tutorials/Merge\_Documents.mp4

#### Passport Size Photo



#### Passport





#### Airport ID



#### <u>Visa</u>



#### Letter of Request

#### Test PDF

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#### **Driving License**



#### Self-Introductory Statement.

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