

DEPARTMENT OF IMMIGRATION SERVICES

ISSUANCE OF SPECIAL PASSES

CHECKLIST

(PLEASE TICK AS APPROPRIATE)

NO.	REQUIREMENTS	YES	NO
1.	Application form 32 duly filled, signed and stamped by organization		
2.	Detailed cover letter from the applicant/organization		
3.	Current Two (2) passport size colored photos		
4.	Current immigration status (if in the country)		
5.	Copy of valid national passport		
6.	Copy of registration certificate of the organization		
7.	Academic and professional certificates of the applicant		
8.	Copy of any permit or passes held.		
9.	Copy of any official receipt or acknowledgement for those waiting for permits processing.		
10.	Clearance letter (where applicable) from the relevant institutions.		

SUBMITTED BY:

Name:

Cell phone no.

Organization.

ID / Passport Original seen

Copy of ID / Passport attached

Contact person

Email address.....

Cell no.

FOR OFFICIAL USE

RECEIVING OFFICER

NAME
REMARKS
SIGNATURE
DATE

INDEXING OFFICER

NAME
REMARKS
SIGNATURE
DATE

RECOMMENDING OFFICER:

NAME
REMARKS
SIGNATURE
DATE