

Permanent Pass Request

Permanent Pass Request allows users to:

- a) Add new permanent pass request
- b) Renew permanent passes
- c) Search permanent passes
- d) Search permanent passes that are:
 - a. Valid
 - b. Going to expire
 - c. Already expired

Main Menu:

This is the main menu of the Permanent Pass Request System:



Notes:

1. Permanent pass request can be made only after getting security clearance from the same company applying for permanent pass.
2. Security form should be uploaded when making the request.
3. Selecting Pass Duration is depending on Security Clearance Validity. If the required Pass Duration is greater than Security Clearance validity, you have to renew the security Clearance first and then apply for Permanent Pass.
4. Changing Passport number
Agents have option to change passport no. if the old passport is expired when renewing Permanent Passes.

New:

Allows users to apply for new Permanent Pass Request:

The screenshot shows a web application interface for a 'Permanent Pass Request'. At the top, there is a breadcrumb trail: 'Permanent Pass > New Request'. The main heading is 'Permanent Pass Request' with a sub-heading 'PermPass approval request'. On the right side, there is a link 'Download security form'. The form contains several input fields: 'Passport No*' (text input), 'English Name' (text input), 'Security Expiry Date' (text input), 'Pass Duration*' (dropdown menu with '1 Year' selected), 'Gate No*' (dropdown menu with 'GATE 1 / MAIN GATE' selected), and 'Visa Location*' (dropdown menu with 'Select Visa Location' selected). Below these fields is an 'ATTACHMENTS' section with a warning icon and the text 'Instructions*'. It includes a 'Security Form(.pdf)*' field with a 'Select file' button. A blue 'Submit Request' button is located at the bottom right of the form.

The screenshot shows a modal dialog box titled 'Instructions' with a close button (X) in the top right corner. The dialog contains a section titled 'Attachment Instructions' followed by two numbered instructions: '1) Security Form is required and it should be PDF file.' and '2) Attachments Size should be less than 1 MB.'. A 'Close' button is located at the bottom right of the dialog.

Renew:

List of permanent passes waiting for renewal(Permanent Passes that are going to expire in 30 days OR Already Expired).

Pass No	Passport No	Person Name	Issue Date	Expiry Date	Pass Type	Actions
8888	88888888	XXXXXXXXXXXXXXXX	22-Oct-2015	23-Oct-2016	6 Months	Edit & Renew
8882	88878888	XXXXXXXXXXXXXXXX	13-Jun-2013	25-Jun-2014	12 Months	Edit & Renew

Users can click on Edit & Renew Button or click on the Passport No of the person that they want to renew his/her permanent pass. Edit Permanent Pass Request Page will show and user can edit the information of the person and submit it for renewal.

Edit Permanent Pass Request

PermPass approval request

Passport No: [Download security form](#)

English Name:

Security Expiry Date:

Pass Duration*:

Warning!
This passport does not have security validity for 6 Months.
So either [Click Here](#) to renew the Port Security Clearance first and then apply for Permanent Pass.
(OR)
Apply for Permanent Pass for the current short period.

Gate No*:

ATTACHMENTS [Instructions*](#)

Security Form(.pdf)*

Changing Passport Number:

Agents have option to change passport no. if the old passport is expired when renewing Permanent Passes.

First, users should request security approval for the new passport number. If the new passport no. is APPROVED, then they can proceed with the following steps to change the old passport no.

When renewing the permanent pass, if the user selects a passport no. that is expired a [Change Passport Number](#) link will show beside the expired passport no.

Edit Permanent Pass Request

PermPass approval request

Passport No	06945525 Change Passport Number	Download security form
English Name	MOHAMMED MOHAMMED	
Security Expiry Date	18-Nov-2016	
Pass Duration*	<input type="text" value="select"/>	
Gate No*	<input type="text" value="GATE 1 / MAIN GATE"/>	
ATTACHMENTS Instructions*		
Security Form(.pdf)*	<input type="button" value="Select file"/>	

When user clicks on [Change Passport Number](#) link the screen below will show and user should enter the new passport no.

Update Passport Number	
Change Passport	
Current Passport	94043 027
New Passport	<input type="text"/>
Photo	
Name in English	MOHAMMED, SHARIF
Name in Arab	محمد بن شاريف
Emirates ID	5041 5205207402

If the new passport is approved, the information of the person and his/her photo will show as below.

Otherwise, an error message will show depending on the CID status of the passport no. that the user enters.

Update Passport Number	
Change Passport	
Current Passport	5041 5205207402
New Passport	94043 027
Photo	
Name in English	MOHAMMED, SHARIF
Name in Arab	محمد بن شاريف
Emirates ID	5041 5205207402
Photo	
Name in English	Mohammed Sharif bin Sultan bin Mohammed
Name in Arab	محمد بن شاريف بن سلطان بن محمد بن شاريف
Emirates ID	5041 5205207402
<input checked="" type="button" value="Save Passport"/>	

When user clicks save passport, a pop up message (Are you sure?) will appear.



If user clicks OK, then system will take the user back to Edit Permanent Pass Request screen, where the passport number is changed to the new passport number.

User should fill the rest of the required information and submit it for renewal.

Edit Permanent Pass Request

PermPass approval request

Passport No

[Change Passport Number](#)

[Download security form](#)

English Name


Security Expiry Date

31-DEC-2016

Pass Duration*

Gate No*

ATTACHMENTS

 **Instructions***

Security Form(.pdf)*

Search:

Allows users to search Permanent Pass Requests By:
CID Status OR Passport No.

Passport	Nationality	Person Name	Status	User-ID	Pass Expiry	Action
			PENDING			
			EXPIRED		17-Apr-2014	

Pass Enquiry:

Allows users to search permanent passes that are:

- Valid
- Going to expire
- Already expired

Search all the valid passes where :
Search perm.pass report

Pass Type : Any

Search passes which are going to expire
Search perm.pass report

Pass Type : Any

And going to expire in [] days.

Search passes which are already expired :
Search perm.pass report

Pass Type : Any

And expired in last [] days.