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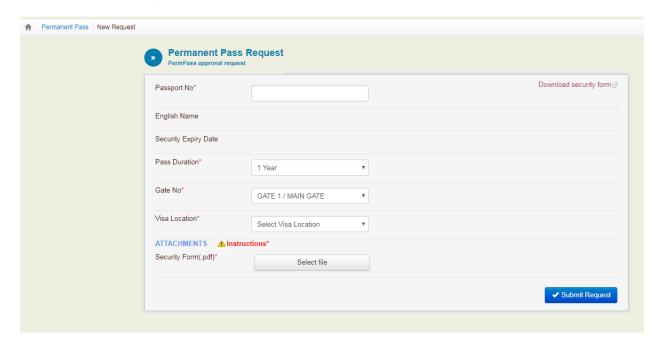
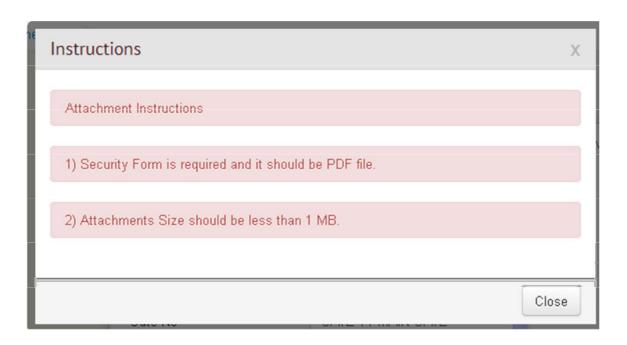This is the main menu of the Permanent Pass Request System:

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.
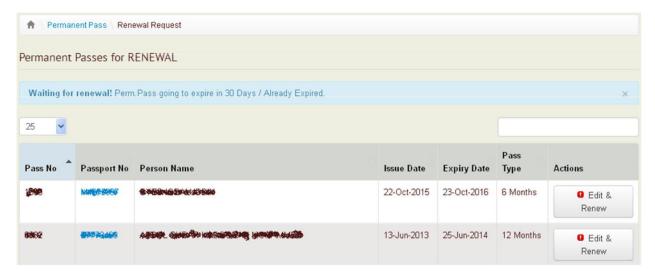
New:

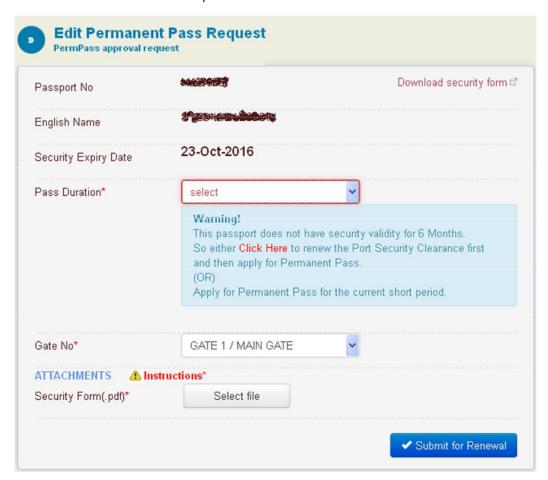Allows users to apply for new Permanent Pass Request:

Renew:

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

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.
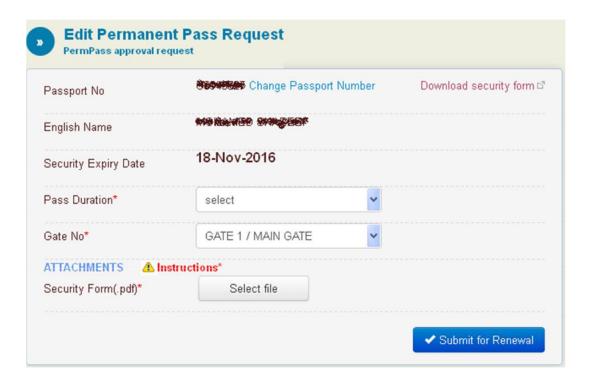
Changing Passport Number:

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.
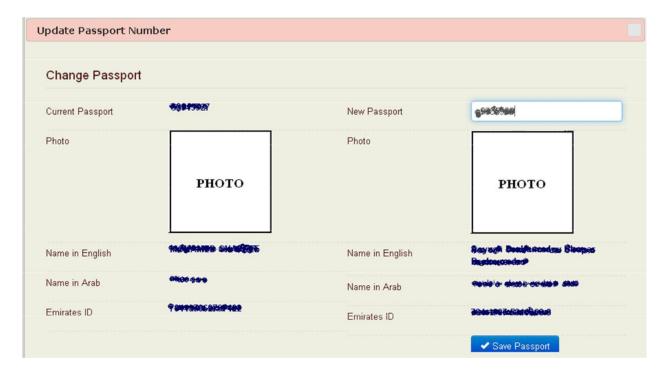
When user clicks on **Change Passport Number** link the screen below will show and user should enter the new passport no.

Update Passport Number	
Change Passport	

Current Passport	~~61048583~~	New Passport	
Photo	PHOTO		
Name in English	~~MONOGGER SHARLES~~		
Name in Arab	~~فيكرعم~~		
Emirates ID	~~00419207007402~~		

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	

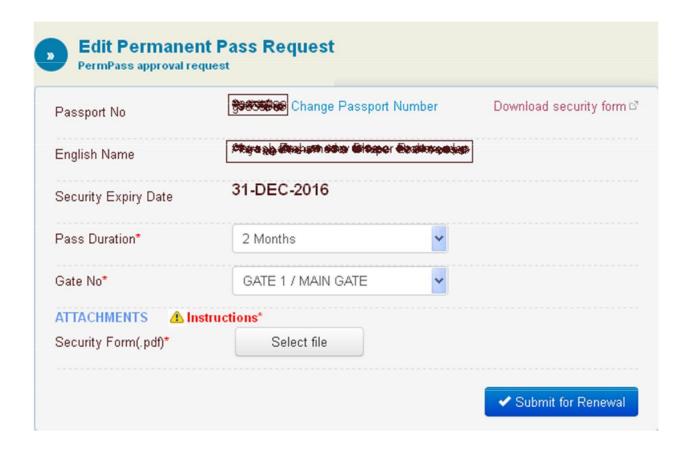| Current Passport	~~60817327~~	New Passport	~~93038580~~
Photo	PHOTO	Photo	PHOTO
Name in English	~~MOHAMED SHARFIS~~	Name in English	~~Sayah Doulfrnodou Shapas Bysloucoolur~~
Name in Arab	~~فيكرعم~~	Name in Arab	~~عميلو عبده عشقده حيث~~
Emirates ID	~~76073062070P402~~	Emirates ID	~~7846207847070co06~~

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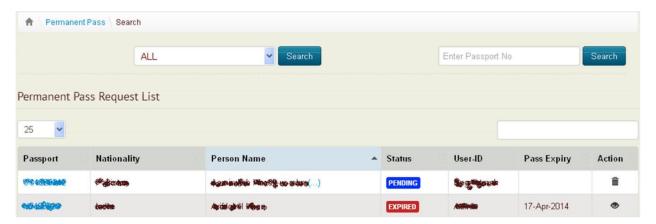
User should fill the rest of the required information and submit it for renewal.

Search:

Allows users to search Permanent Pass Requests By:

CID Status OR Passport No.

Pass Enquiry:

Allows users to search permanent passes that are:

    a. Valid
    b. Going to expire
    c. Already expired