

ASCENSION ISLAND GOVERNMENT ENTRY PERMIT APPLICATION



**CONDITION OF ENTRY
CONTRACTOR/SUB CONTRACTOR**

PLEASE READ THE ENTRY PERMIT INFORMATION DOCUMENT BEFORE COMPLETING THIS FORM

If you are working on Ascension as a contractor or subcontractor, you need to complete this form. The form must be completed in English, write in BLOCK CAPITALS and use black ink. Attached to this application is a 'How to complete guide' using this guide it is important that you complete all questions as indicated, as a decision on your application is based on the information contained here without interviewing you.

November 2016 update: Contractors seeking an entry permit of more than 30 days duration will be required to provide a **police certificate** at the time of application. No permit will be issued without receipt of a satisfactory police certificate. The police certificate, which will detail an applicant's criminal record, if any, must have been issued within the preceding 6 months from the country of residence. We will accept a police certificate issued through the [Association of Chief Police Officers Criminal Records Office](#) (10 or 2 day service). We will not accept subject access requests. For residents of St Helena, we will accept a St Helena issued criminal record check detailing all unspent and spent convictions.

TRAVEL DATES

On which date do you intend to arrive on Ascension

On which date do you intend to leave Ascension

D	D	M	M	Y	Y	Y	Y
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D	D	M	M	Y	Y	Y	Y
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Method of Travel: by Sea by Air

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Part 1 APPLICANTS INFORMATION (Put a cross (x) in the relevant box)

1 Given Name (As shown on Passport)

2 Other name(s) (i.e. if changed by marriage or by law)

3 Gender Male Female

4 Marital Status Single Married

5 Date of Birth

D	D	M	M	Y	Y	Y	Y
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5 Place of Birth:

6 Nationality:

7 email address:

8 Telephone No:

9 Fax No:

10 Full residential address

Part 2 PASSPORT INFORMATION

Enter details of your passport (Passport must be valid for another six months of arrival)

1 Passport No:

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2 Place of Issue:

3 Date of Issue:

D	D	M	M	Y	Y	Y	Y
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4 Expiry Date:

D	D	M	M	Y	Y	Y	Y
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5 Issuing Authority:

Part 3 BUSINESS

1 Name of Company?

2 What Contract work will you be undertaking?

3 Contact details of person conducting contract with, whilst on Ascension?

Contacts Name :

Position/Company

e mail address :

Tel No :

Fax No :

4 What will your address be on Ascension? (Building/Room No, Area)

5 Details of Person arranging accommodation on Ascension?

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Contacts Name :

Address : Tel No :

e mail address : Fax No :

Part 4 INSURANCE (Put a cross (x) in the relevant box)

1 Medical Insurance including Medical Evacuation?

Insurer: Policy No:

Issued:

D	D	M	M	Y	Y	Y	Y
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 Expiry:

D	D	M	M	Y	Y	Y	Y
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- 2 Do you have a pre-existing medical condition (see guidance note)? Yes No
- 3 If Yes; have you attached your medical insurance certificate and insurers confirmation of cover? Yes No

Important Note: You will be refused entry if you do not have satisfactory proof of insurance on arrival (Credit card will not suffice)

Part 5 PREVIOUS APPLICATION & TRAVEL HISTORY (Put a cross (x) in the relevant box) (If Yes give details at 7.6)

- 1 Have you travelled to Ascension before? Yes No
- 2 Have you been refused entry to Ascension or any other country? Yes No
- 3 Have you been deported or removed or otherwise asked to leave Ascension or any other country? Yes No
- 4 Do you have any criminal convictions in any country (including spent convictions)? Yes No
- 5 Have you ever been investigated in any country for an offence which has not yet reached court? Yes No

Note: If you have answered Yes to any of the questions above please give details at Part 6 - Additional information

Part 6 ADDITIONAL INFORMATION

1 (When inserting information, include the paragraph numbers i.e. Part 4. 1 – DATE 01.01.2010, TRANSIT TO ST HELENA, DURATION 4 DAYS)

If you run out of space please use additional paper to provide us with all the relevant information required

Part 7 DECLARATION

I hereby apply for an Entry Permit for Ascension Island.

- 1 I confirm that before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Administrator of the Ascension Island Government.
- 2 I am aware that it is an offence to make a statement which I know to be false, or not believe to be true
- 3 I am aware that I must have medical insurance which also covers medical evacuation and that Ascension Island Government will not accept liability for any medical costs incurred and will be billed for any medical treatment undertaken and I do not have recourse to public funds
- 4 I have sufficient finance to sustain me during my time on Ascension
- 5 I will abide by any of the conditions that is imposed on my Entry Permit
- 6 I understand that I will commit an offence if I do not leave Ascension on or before my Entry Permit expires and if I remain on Ascension, I may be prosecuted and or deported
- 7 I have not tried to obtain Entry into Ascension by fraud, false representation or concealment of any material fact

I declare that the information given, I answered fully and truthfully.

8 **Applicants Signature** 9 **Date:**

D	D	M	M	Y	Y	Y	Y
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Completed forms should be scanned and sent to aig.admin@ascension.gov.ac or faxed to 00 247 66186.

GUIDANCE NOTES

These guidance notes are to help you complete your application form. Do not send these guidelines with your application

TRAVEL DATES

Enter the dates of your intended arrival to Ascension; these dates should correspond with the schedule of your transport to Ascension. You must also enter a departure date. In DD/MM/YYYY format.

There are two ways to enter Ascension, by air and sea. Cross the appropriate methods of travel. Arriving by aircraft – air, by ship or yacht – sea.

Part 1 Applicants Information

- 1 Given name(s) (as shown in your passport) These must be the same as recorded in your passport. They are normally all the names you were given at birth. Please do not use titles such as Mr, Snr or Esq.
- 2 Other names (including any other names you are known by and/or any other names that you have been known by) Any other names by which you are or have been known, for example, maiden name, name at birth, if different.
- 3 Gender This should be your sex at time of application. Cross the appropriate box Male or Female
- 4 Marital status. This is your current marital status. Cross the appropriate box Single or Married.
- 5 Date of Birth. As recorded in your passport. In DD/MM/YYYY format.
- 6 Place of Birth. Enter the country of birth exactly as it appears on the title page of your passport.
- 7 Nationality. This must correspond with the authority that issued your travel document/passport. If you hold dual nationality you should select the issuing country of the passport/travel document you wish to travel with. If 'Stateless' please enter this as your nationality and provide details of the country that issued your travel document.
- 8 Contact details. email address, Please provide a valid email address. If you have no email address please enter 'None'
- 9 Telephone, You should provide your home telephone number if you have one, including the area, city and country codes. This should not be your mobile phone number. If you have no home telephone number, please enter 'None'. You must provide at least one telephone number you can be contacted on as we may need to contact you if we need to discuss your application.
- 10 Fax. If you have a facsimile provide the fax number, If you have no Fax numbers please enter 'None'.
- 11 Full residential address. You MUST include your full residential address details including house number or name/street/village/town

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Part 2 Passport Information

Enter details of the passport that you will use to travel to Ascension.

It is important that your passport is still valid for six months after you arrived on Ascension, regardless of the Condition of Entry you are applying for.

- 1 Passport Number. Enter the nine digit number of your passport with each individual number in the box provided
- 2 Place of Issue. Please include the country that issued your passport
- 3 Date of Issue. In DD/MM/YYYY format. Their details can be found in your passport.
- 4 Date of Expiry In DD/MM/YYYY format. Their details can be found in your passport.
- 5 Issuing Authority. This is the National Authority that issued the passport. Their details can be found in your passport.

Part 3 Condition of Entry – Contractor/Sub Contractor

- 1 Name of Company/Business/Organisation. Insert the name of the company or business or organisation that you represent.
- 2 What Contract work will you be undertaking. Give a brief description of what you will be doing on Ascension.
- 3 Contact details of person conducting Business/Research/Consultancy with or associated with, whilst on Ascension. Provide the Name of your contact on Ascension, their position within that organisation and the organisation. The local telephone, fax number and email address. If None put none in appropriate box.
- 4 Address on Ascension. Provide the room number (if applicable), building name or number and residential area you will be staying in. A post box number is not acceptable.
- 5 Person arranging accommodation on Ascension. All persons entering Ascension must have suitable prearranged accommodation. Provide the contact details of the person who is arranging your accommodation, so as the information can be verified.

Part 4 Insurance

- 1 You must have medical insurance prior to arrival, which covers the costs of medical treatment on island and emergency medical evacuation by air to your country of residence for treatment.

It is advisable for coverage of £1m. Specific policy cover for medical evacuation by air must be for a minimum of £500 000.

You must provide the Insurers name, the policy number, date of issue and expiry.

Proof of Insurance should be produced at your point of entry in Ascension to the Immigration Officials; this should be in a policy document that has the relevant coverage details, name(s) of persons insured, policy number and period of coverage. We reserve the right to request sight of your insurance document prior to granting an entry permit.

Please note: Credit cards or insurance brochures will not be accepted as proof of insurance.

Personal liability

You remain personally liable for the costs of all treatment (including medevac) that you

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receive on Ascension. The Ascension Island Government will not accept liability for any medical costs you incur. You will be billed for any medical treatment undertaken and you do not have recourse to public funds.

Pre-existing Conditions

Many Insurance companies specifically exclude cover for pre-existing medical conditions. Where such a condition gives rise for emergency medevac treatment the costs could exceed £150 000 for the air transfer alone. We recognise that many visitors to Ascension cannot personally afford the costs associated with medevac treatment. We therefore require all visitors who have pre-existing medical conditions to have insurance that covers these conditions.

You must declare whether you have any pre-existing medical conditions on the application form. You must also submit your insurance certificate and a letter from your insurance company confirming that they are aware of the pre-existing medical condition and that they are providing the necessary level of cover for this (Minimum £500 000).

What is a pre-existing medical condition?

A Pre-existing condition is any health issues you've had medical assistance for, including consultations and medication, within the five years prior to your date of travel.

That includes chronic conditions or long-term treatment for an issue that might have been first diagnosed more than five years ago.

A condition is pre-existing if you have experienced symptoms in the past five years, even if the actual condition was diagnosed before that period.

Failure to disclose a pre-existing condition

FAILURE TO DISCLOSE A PRE-EXISTING MEDICAL CONDITION THAT IS NOT COVERED BY YOUR MEDICAL INSURANCE IS AN OFFENCE AND WILL LEAD TO PROSECUTION AND YOUR SUBSEQUENT REMOVAL FROM ASCENSION AT YOUR COST.

Part 5 Previous Application & Travel History

If you answer Yes to any of the questions for Previous Application & Travel History Please use the additional information box at Part 6

- 1 Have you travelled to Ascension before? If you have travelled to Ascension in the last two years, cross out the appropriate Yes or No box. If Yes please give details including the date, the reason for the visit, and the duration
- 2 Have you been refused entry to Ascension or any other country? Cross out the appropriate Yes or No box. This includes if you were refused entry prior to arrival to Ascension or any other country. If 'Yes' please give details including the date the country you were removed from and to and the reason for your removal.
- 3 Have you been deported or removed or otherwise asked to leave Ascension or any other country. Cross out the appropriate Yes or No box. If 'Yes' please give details including the date the country you were removed from and to and the reason for your removal.
- 4 Do you have any criminal convictions in any country? Cross out the appropriate Yes or No box. Please give details of the date and place (country) of the offence and what you were convicted of. Please state what sentence you received.

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- 5 Have you ever been investigated in any country for an offence for which they have not yet reached court? Cross out the appropriate Yes or No box. If yes, please provide full details.

Part 6 Additional information

Inserting information as follows: in the small column insert the paragraph numbers i.e. Part 5. 1. In the large column insert the date (format DD/MM/YYYY) followed by the relevant information.

Use a separate sheet of paper if you run out of space, making it as Addition Information.

Part 7 Declaration

- 1 Declaration. You must now read the declaration and sign it.
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9 This must be signed and dated by the applicant personally and not by a representative or other person acting on his/her behalf.

Completed forms should be scanned and sent to aig.admin@ascension.gov.ac or faxed to 00 247 66186.