



ASCENSION ISLAND GOVERNMENT
ENTRY CONTROL
ENTRY PERMIT INFORMATION DOCUMENT

- 1 Subject to the exceptions listed below it is an offence to enter Ascension without a Valid Entry Permit. A person who enters Ascension without permission may be refused entry and returned to the ship or aircraft which they arrived, and required to leave Ascension. Please note all nationalities, including British Citizens, require permits except where exempted below.

Please note that it is currently Ascension Island Government policy not to issue entry permits to nationals of the following countries/territories: Belarus, China, Egypt, Hong Kong, Iran, Libya, Macau, North Korea, Russia, Syria, Taiwan, Ukraine, and Vietnam.

June 2015 update: For entry permits for periods extending beyond 1 January 2016, nationals of countries which require a visa to enter the UK who wish to enter Ascension will be required to show evidence of a multi entry UK visa valid for both outward and return journeys prior to receiving an Ascension entry permit. This requirement does not apply to those who provide evidence that their outward or return journey will be via the Falkland Islands.

- 2 The following categories of persons **only** are exempt from the requirement to hold an Ascension Island Entry Permit:

Exemption List

- a **Active members of Her Majesty's Armed Forces;** This means if you are a member of Her Majesty's Armed Forces you will not require an Entry Permit to enter Ascension, however it is advisable to notify the Ascension Island HM Forces Base Commander of your intentions to enter Ascension, and produce your valid HM Forces Identification Card on arrival.
- b **Persons in the service of the Crown in right of Her Majesty's Government of Ascension;** This means if you are employed by the Ascension Island Government on a local contract.
- c **Persons in the service of the Crown in right of Her Majesty's Governments of the United Kingdom, of the Falkland Islands, or of St Helena, when visiting or working on Ascension in connection with their official duties;** This means a Civil Servant who visits Ascension in connection in their official capacity. It is advisable to have an Identity Card or other proof of Official documentation on arrival.
- d **Persons in the service of the Government of the United States of America, or of a contractor of that Government, as provided for by Article XII of the Bahamas Long Range Proving Ground Agreement dated 25 June 1956.** This means a US Military Service Person, US Government Official, a US Government Contractor i.e. Computer Science Raytheon for the support of the Long Range Proving Ground.
- e **Persons in the service of the North Atlantic Treaty Organisation when visiting Ascension in connection with their official duties;** This means a NATO Official who visits Ascension in connection in their official capacity. It is advisable to have an Identity Card or other proof of Official documentation on arrival.
- f **Exempt dependants of the above;** This means a person who is a spouse or long term partner and or a child under the age of 18 who is normally resident with a person described in subsections (2)(a), (c), (d) or (e) and in respect that the above person's employer provides transport to Ascension, living accommodation, and repatriation.
- g **Members of the crew, while actually serving as members of the crew, of the RMS St Helena, or any water-borne vessel temporarily or permanently replacing that vessel;** This means serving crew members of the RMS St Helena or replacement vessel. It is advisable to produce your identification card.
- h **Such other persons or classes of persons as the Governor may from time to time, by notice in the Gazette, appoint.**



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If you are in any of the above categories, please take no further action. You will be required to complete the Arrival Card on entering and provide evidence supporting your exemption on arrival in Ascension.

If in doubt as to whether you are exempt, you are encouraged to obtain clarification from the Administrator's Office to avoid any delay on your arrival. *Contact details on page 4, 4.2*

ALL OTHER PERSONS REQUIRE AN ENTRY PERMIT

Please read the following information carefully **BEFORE** you complete your application form.

- 3 There are five Entry Permit Application Forms for Conditions of Entry. They are:
- i) Business or Scientific/Research Visitor,
 - ii) Contractors
 - iii) Employment/Employment Dependents and Accompanying family,
 - iv) Tourist,
 - v) Transit/Double Transit

Please use the Entry Permits Application Forms for Conditions of Entry that is suited to your visit. If in doubt please obtain clarification from the Administrator's Office. *Contact details on page 4, 4.2*

CONDITIONS OF ENTRY LISTED (a) through to (e)

(a) Conditions of Entry “**Business**”

This allows a single stay of up to a maximum of two months. This is applicable for persons wishing to visit Ascension to undertake short term business or to consult temporarily with one of the employing organisations based on Ascension.

Short Term Business (for stays of 1 – 14 days validity)

To enable business representatives to visit Ascension Island as part of their work related activities for a period of 14 days or less. The requirement to register with the Director of Resources and pay income tax liability is waived for holders of this permit.

Business (for stays longer than 14 days)

To enable business representatives to visit Ascension Island as part of their work related activities. Maximum period - 2 months.

Business/Scientific/Research Visitor

This allows a single stay of up to a maximum of three months. This is applicable for persons visiting Ascension to undertake scientific activities, research or conservation related activities. Short term extension may be possible on application.

Before applying for a Business/Scientific/Research Visitor entry Permit you **must** have an approved Research Permit. This can be obtained from the Ascension Island Conservation Office by emailing conservationenquires@ascension.gov.ac. Visit www.ascension-island.gov.ac/government/conservation/get-involved/research-permit/ for further information and application form.

(b) Conditions of Entry “**Contractors**”

This allows a stay for the duration of the projected contracted for and is specifically for off island contractors who undertake projects on behalf of a local employing organisation as listed at (c). We offer 3 types of Contractor Permits;-



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Contractor A - Single entry for a maximum period of 3 months;
Contractor B – Multiple entry for a maximum period of 6 months; and
Contractor C – Multiple entry for a maximum period of 1 year.

One of the conditions will be for the contractor (and any sub contractors) to make arrangements with the Collector of Taxes on arrival as to settlement of any tax liability under the Income Tax Ordinance. Another is that all contract work undertaken must comply with local employment legislation.

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.

(c) Conditions of Entry “**Employment**”

This is only available for persons coming to Ascension to work on local employment contracts with one of the organisations listed below. It allows an employee and their qualifying dependants, once on Island, to obtain an Employment or Accompanying Dependant Stamp from the Administrators' Office and multiple entry stay linked to their end date of their contract.

Entry Permits are renewable on application, if contracts are renewed. *See also page 5, 5.3 & page 5, 6.a*

Listed Employing Organisations on Ascension

- | | |
|--------------------------------------|---|
| i Babcock International Group | ii Bank of St Helena |
| iii Interserve Defence Limited | iv Sure South Atlantic (Ascension Island) |
| v Solomons & Company (St Helena) PLC | vi Obsidian Group Limited |
| vii CSO | viii Naafi |
| ix Atlantic Fishing Charters | x Saints Members Club |
| xi Ascension Island Fishing Charters | xii Diocese of St. Helena |

*Conditions of Entry “**Dependents/Accompanying Family Members**”*

This is only for the spouse/partner/dependent children under the age of eighteen, of a person who is applying for or who already holds a condition or “Employment” and who holds an “Accompanied Contract Status” with one of the listed employers (as above) on Ascension. Appropriate evidence will be required, such as the principal Entry Permit and confirmation of the accompanied status contract.

(d) Conditions of Entry “**Tourist**”

This allows a single stay of up to a maximum of three months. Permits will not be issued to the same individual for more than a cumulative total of 3 months' duration in any 12 month period. A stay beyond three months is only granted in exceptional circumstances.

This condition is applicable for persons wishing to come to Ascension purely for a holiday, visiting family and friends, for a general visit or awaiting your transport to another destination and period is longer than the seven days transit criteria.



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(e) Conditions of Entry “Transit/ Double Transit”

A “**Transit**” Entry Permit allows you to stay for seven days for each journey until you connect with the next available outgoing flight or Ship. Applications for longer than this should be described as “Tourist” see above. “**Double Transit**” as for single transit but where a return journey will involve a stopover of the maximum period of 7 days on Ascension Island.

INSURANCE

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.

May 2017 update: We request that you show **evidence of your insurance details at the time of application**, or if this is not possible, **as soon as you have received your insurance documents** from your insurer.

We reserve the right to request sight of your insurance document prior to granting an entry permit.

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 also 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 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



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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.

Exempt Tourist / Transit

Dependants of Armed Forces and MOD Staff based in the Falkland Islands on R&R stays in Ascension are exempt from providing Medical Insurance.

CRIMINAL RECORDS

You are required to declare on the application form if you have any criminal convictions in any country, including spent convictions. The Administrator may make independent enquiries to verify the veracity of any statement made. Applicants found to have concealed material facts about their criminal record may be denied a permit or have a permit that has been issued revoked and could face a penalty of a fine not exceeding £5000 or to imprisonment not exceeding 12 months or to both.

4 APPLICATION

- 1 Once you have identified the Condition of Entry you wish to apply for, Please choose your application form.

You must complete all relevant questions and sign the declaration. Failure to answer any relevant question completely and accurately may result in the application being refused or delayed, or the Entry Permit may be cancelled at a later date.

- 2 **Applications made abroad:**

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Applications may be emailed to: The Assistant to the Administrator (Entry Control)
 Email: aig.admin@ascension.gov.ac

or by fax on: 00 247 66152

Applications should reach the Administrator's Office at least 14 days prior to the proposed arrival date to enable the permit to be authorised and returned to the applicant in good time. The Ascension Island Government will not be responsible for delays occasioned by incomplete or late submission of application forms. *Fees on page 5, 4.*

- 3 **Applications made on Ascension Island:**

Applications for an extension of a Condition of Entry must be made to the Administrator's Office at least 14 days prior to the expiry of the current Entry Permit

Please Note: *Applications made on Ascension Island for variation of an existing Condition of Entry Permit*



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to another category will only be accepted in exceptional circumstances.

5 ENTRY PERMIT FEE

1 There is a non-refundable fee for each approved person. The table below sets out the fees applicable.

2 Standard Fee

The standard fee applies to all applications made at least 14 days prior to the intended arrival date.

3 Fast Track Fee

The Fast Track fee applies to all applications made where the applicant wishes to arrive within a shorter period than 14 days from the date of the application.

4 Table of Entry Permit Fees (*with effect from 1st May 2017*)

Condition of Entry	Standard	*Fast Track	Under 12's
Tourist	£20.00	£30.00	£5.00
Single Transit	£20.00	£30.00	£5.00
Double Transit (<i>3 months validity</i>)	£30.00.	£45.00	£5.00
Business			
Short Term Business (<i>1 – 14 days validity</i>)	£65.00	£75.00	N/A
Long Term Business (<i>longer than 14 days</i>)	£35.00	£55.00	N/A
Scientific/Research Visitor	£25.00	£35.00	N/A
Contractor A	£50.00	£75.00	N/A
Contractor B	£80.00	£120.00	N/A
Contractor C	£100.00	£150.00	N/A
Employment	£20.00	£30.00	N/A
Employment - Dependant	£10.00	£15.00	£10.00
Extension to Permit	£10.00	£15.00	£5.00
Landing Fee A	£20.00	-	£5.00
Landing Fee B (<i>cruise ship passengers, and the RMS passengers who are not formally leaving the ship, and intend a few hours of sightseeing only</i>)	£10	-	N/A

*For those wishing to arrive within 14 days of application

Please Note: Only the standard fee will be collected from Private Yachtsmen and accompanying crew arriving by Yacht and late applications made on compassionate or medical grounds.

5 **Preferred payment.** In the first instance payment should be made in advance by credit card or BACS transfer to our Lloyds Bank UK Ascension Island Government, Sort Code 30-00-09, Account Number 02293999; or through the Bank of St. Helena Ascension Branch, to Ascension Island Government, Account number 62000012. When making payment in advance please state the entry permit reference number. For international Banking, BIC-LOYD GB21013 IBAN-GB12 LOYD 300009 02293999.

6 If payment is not made in advance the Entry Permit fee will be collected on arrival.

Please Note: Only the following currency will be accepted on arrival. Sterling pounds and St Helena



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pounds.

6 CONDITIONS

- 1 An Entry Permit may be issued, either unconditionally or with such conditions as The Administrator deems necessary.
- 2 There are standard conditions attached to certain Ascension Island Entry Permits:
 - a **Employment:** If you change employment, for example a new contract or to another employer, then a new Entry Permit must be applied for.
 - b **Transit/Double Transit & Tourist:** You may not engage in any employment without seeking permission from the Administrator.
 - c **Buisness/ Scientific/Research Visitor** You must have an approved Research Permit from the Ascension Island Conservation Office.

Please Note: If these conditions are contravened, the Entry Permit may be cancelled without notice and future Entry Permit applications may be refused.

7 ISSUE OF ENTRY PERMIT

- 1 The authorised Entry Permit will be returned to the applicant by post, fax or email, and retained for presentation to the Immigration Officers on arrival.

8 REFUSAL OF ENTRY PERMIT

- 1 The Administrator reserves the right to refuse a permit for entry to Ascension Island. When he does so, a letter setting out the reasons is issued. The applicant has the right to appeal to the Governor.