

GUIDANCE NOTES:

APPLICATION FOR AN ASCENSION ISLAND ENTRY PERMIT

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

EXEMPTIONS

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

Active members of HM Armed Forces;

Active members of US Armed Forces, or employees of the US Base on Ascension, or of US Base contractors, or of the US Government, having business with the US Base on Ascension;

Employees of the Ascension Island Government;

Employees of the UK Government, of the St Helena Government or of the Falkland Islands Government, visiting Ascension on duty;

Officially accompanying dependants of the above;

Crew of the RMS St Helena;

Persons in the service of NATO when visiting Ascension on duty.

<p>If you are in any of the above categories, please take no further action. You may however be required to provide evidence supporting your exemption on arrival at Ascension. If anyone is in doubt as to whether they are exempt, they are encouraged to obtain clarification from the Administrator's Office to avoid any delay on arrival.</p>

ALL OTHER PERSONS REQUIRE AN ENTRY PERMIT

3. Use this form if you wish to apply for an Entry Permit for tourism or recreational activities (e.g. holiday, sightseeing, sportfishing, to visit relatives or friends etc), for short term business purposes, for employment purposes, or if you will be in transit on Ascension.
4. You must complete all relevant questions and sign the declaration. Failure to answer any relevant question completely, accurately and legibly may result in the application being refused or delayed, or the Entry Permit may be cancelled at a later date.

5. Advance application for Entry Permits

It is strongly recommended that Entry Permits are applied for and obtained in advance as it takes some time for them to be processed. Persons arriving at Ascension who are not in one of the exempt categories listed above and who do not already hold an Entry Permit may be delayed at the point of entry, and permission to land will be temporary (3 days) pending an application for an Entry Permit being submitted and approved.

6. Entry Permit Validity

- (a) A “**Tourist**” Entry Permit allows a single stay of up to a maximum of six months. A stay beyond six months is **ONLY** granted where exceptional circumstances exist. This is applicable for persons wishing to come to Ascension purely for private visit/holiday purposes.
- (b) A “**Business**” Entry Permit allows a single stay of up to a maximum of three months. This is applicable for persons wishing to visit Ascension to undertake short term business or to work temporarily with one of the organisations based on the island. It is also applicable for persons visiting Ascension to undertake approved research activities.
- (c) An “**Employment**” Entry Permit is **ONLY** for persons coming to Ascension to work on local contract with one of the organisations based on the island. It allows a multiple entry stay linked to the final termination date of the employment contract. Employment Entry Permits are renewable if contracts are renewed. See also 7(b) and 9(b).
- (d) An “**Accompanying Family Member**” Entry Permit is **ONLY** for the spouses/partners/dependent children under the age of 18, of a person who is applying for or who already holds an “Employment” Entry Permit and who holds an “accompanied status” contract with an employer on Ascension. Appropriate evidence will be required, such as principal Employment Entry Permit, to support Accompanying Family Member Entry Permit applications.
- (e) A “**Transit**” Entry Permit allows a single stay of up to a maximum of 7 days. Applications for longer than 7 days should be described as “Tourist” - see above.

7. How to apply

(a) Applications made abroad:

Applications may be made by post to: The Administrator’s Office
Ascension Island Government
Georgetown
Ascension Island
ASCN 1ZZ

Or by fax to: 00 (247) 6152

Or by email to:

aigenquiries@ascension.gov.ac

Applications should ideally reach the Administrator's Office at least 3 weeks 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.

(b) Applications made on Ascension Island:

Applications for an extension of a **“Tourist”** Entry Permit must be made to the Administrator's Office at least two weeks prior to the expiry of the Entry Permit.

Applications for an extension of a **“Business”** Entry Permit must be made to the Administrator's Office at least two weeks prior to the expiry of the Entry Permit.

Applications for an extension or renewal of an **“Employment”** Entry Permit must be made to the Administrator's Office with confirmation of a contract extension or of a new contract.

Applications made on Ascension Island for variation of an existing entry permit to another category will only be accepted in exceptional circumstances.

8. Fee

There is a non-refundable fee of £11.00 for each approved application for Tourist, Business or Transit Entry Permits. The fee will usually be collected on arrival; or payment may be made in advance by credit card or BACS transfer to Ascension Island Government, Sort Code 30-00-09, and Account Number 02293999.

9. Conditions

There are standard conditions attached to certain Ascension Island Entry Permits:

(a) Tourist Entry Permits: You must not be employed while on Ascension Island.
You must not study for more than 3 months while on Ascension.

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

(b) Employment Entry Permits: If you change employment, for example a new contract or to another employer, then a new Entry Permit must be applied for.

10. Residential Address

You must provide the address where you intend to live while on Ascension. A Post Office Box number is not acceptable.

11. Health Insurance

(a) It is a strict requirement that all **visitors** to Ascension must have adequate private health insurance that includes medical evacuation provisions. This requirement therefore applies to those applying for “Tourist”, “Business” and “Transit” Entry Permits. Holders of private medical insurance must be prepared to provide evidence of cover on arrival. If such insurance is not taken out before arrival, permission to land will be strictly limited pending insurance being arranged. Ascension Island Government will not be responsible for any medical costs incurred by visitors to the island.

(b) Applicants for “Employment” and “Accompanying Family Member” Entry Permits are not required to provide private medical insurance. Employing organisations on Ascension cover health care costs, including medical evacuation provisions, for employees and any accompanying family members.

12. Issue of Entry Permit

The authorised Entry Permit will be returned to the applicant by post, fax or email, who should retain it for presentation to the Immigration Officers on arrival.

Where applicable, Notifications of Refusal of entry permits will also be sent to applicants by post, fax or email.