



Office of the Group Manager:  
Airports Security

02 May 2025

**FOR ATTENTION:**

All Stakeholders

**SUBJECT: Mandatory Background Checks for Foreign Nationals with Unescorted Access to Security-Restricted Areas and Aviation Security Information**

Dear Valued Stakeholders

With this letter, I wish to bring to your attention that additional documentation will be required when submitting personal permit applications for foreign nationals and returning (RSA) citizens. In addition to this requirement, it seeks to create awareness to all employers about their responsibilities of ensuring that background checks are done on employees and such records are kept for audit purposes by the relevant authorities.

These measures are implemented to ensure compliance with the National Aviation Security Program (NASP).

**1. Purpose of this requirement**

To enhance airport security by ensuring that all individuals granted unescorted access to security-restricted areas (SRAs) and those with access to sensitive aviation security information undergo comprehensive background checks. These checks will focus on identity verification, criminal history, employment history validation, and overall suitability assessment.

**2. Scope**

This directive applies to:

- (a) All airport employees, contractors, vendors, service providers, and temporary personnel requiring unescorted access to Security Restricted Areas.
- (b) Foreign nationals, returning citizens, and individuals with dual citizenship who must provide authenticated international police clearance certificates.
- (c) Airlines, ground handling agencies, and third-party operators responsible for personnel access.



### **3. Directive**

#### **3.1. Background Checks Requirement**

- (a) All individuals seeking unescorted access to Security Restricted Areas must successfully complete a thorough background check prior to the issuance or renewal of an airport permit.
- (b) Foreign nationals and returning citizens must provide an authenticated police clearance certificate or equivalent document from their country of origin.
- (c) All documents must be authenticated and translated into English.

#### **3.2. Implementation Timeline**

This directive will become effective three months from the issuance date to allow all relevant entities adequate time to comply with the new requirements.

- (a) Effective Date: 02 May 2025
- (b) Grace Period: 90 days for compliance.
- (c) Full Enforcement Begins: 31 July 2025.

#### **3.3. Responsibilities**

##### **3.1.1. Employers and Sponsoring Entities**

- (a) Ensure that all prospective employees or affiliates complete the required background checks before employment and requesting unescorted access to Security Restricted Areas
- (b) Maintain records of all background checks and police clearance certificates for a minimum of seven (7) years.
- (c) Report any adverse findings to the Airport Security Permit Office.

##### **3.1.2. Airport Security**

- (a) Verify document authenticity using appropriate channels, which may include Interpol or embassy validation.
- (b) Maintain a centralized access database with real-time updates.

### **4. Compliance and Enforcement**

Failure to comply with this directive may result in revocation of airport access privileges, termination of contracts, and/or legal action.

#### **References:**

- (a) ICAO Annex 17 Standard 3.4.1



(b) National Aviation Security Programme (NASP) Part 6.18.10 (e)

Your cooperation is hereby appreciated.

Sincerely,



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