

# PAC (Permanent Access Card) APPLICATION OVERVIEW



## STEP 1 DOCUMENTS SUBMISSION

All necessary documents shall be sent to the Airport Director for PAC application.



## STEP 2 BACKGROUND CHECK

After receiving all necessary documents, the application will be sent to GTVA (background check group) for Background Check. Possible outcome of the Background Check is:

- Approved – PAC can be issued; OR
- Rejected – PAC cannot be issued. The Sponsoring Organization will be notified by letter.



## STEP 3 PHOTOGRAPH

Photographs shall be taken at the Airport Access Card Issuing Office (AACIO).



## STEP 4 SECURITY INDUCTION

The Applicant is required to undergo the Security Induction.



## STEP 5 PAC ISSUANCE

For PAC collection, the applicant shall present his/her Identification document to the AACIO personnel. For renewing, the applicant needs to return his/her existing PAC when collecting his/her new PAC.