



SUBIC BAY METROPOLITAN AUTHORITY
 SUBIC BAY INTERNATIONAL AIRPORT
PASS PROCESSING

Bldg. 8015, Argonaut Hiway, Subic Bay Freeport Zone, Philippines 2222
 Tel: (047).252.9364/3131 PCU: Loc. 4955 Fax: 047.252.7171
 www.sbma.com

Document Code: AID-MSD-PCU-01

Revision Code: 02 Page 1 of 1

PASS NO. _____

Effectivity Date: August 09, 2022

Passport Size
 (2 pcs.) Colored
 background
 As stated:
Gov't.
Employees: White

Locators: Orange

Important: Please ensure that all fields (*) are properly filled out with complete information

PERSONAL ACCESS PASS REQUEST FORM

ANNUAL ACCESS PASS

New
 Renewal

TEMPORARY ACCESS PASS

New Duration: _____
 Renewal

SEASONAL PASS

New Duration: _____
 Renewal

Date Accomplished: * _____ Previous Pass No.: * _____ SBMA Pass No.: * _____

Name: * _____ Company: * _____
 Surname First Name Middle Name Position/Designation: * _____
 Home Address: * _____ Telephone no.: * _____
 Cellphone no.: * _____

P E R S O N A L D A T A

Date of Birth: * (DD/MONTH/YY) _____ Height: * m. _____ Eyes: * _____ Civil Status: * _____
 Place of Birth: * _____ Weight: * kg. _____ Skin: * _____ Citizenship: * _____
 Distinguishing Mark(s): * _____ Hair: * _____ Blood Type: * _____ Sex: * _____

C H A R A C T E R R E F E R E N C E

Name: * _____ Address: * _____
 Occupation: * _____ Contact no.: * _____

P R E V I O U S E M P L O Y M E N T

Company: * _____ Address: * _____
 Position: * _____ Date of Employment: * _____

EMPLOYER'S ENDORSEMENT:

*Applicant's signature **

*Signature of Authorized Representative **

FOR PASS PROCESSING

FOR AVIATION SECURITY

COLOR

RESTRICTIONS

RED

AMA, Perimeter Access Road, Apron/Ramp Area(For Flight), ATC, NAVAIDS/MET

BLUE

Passenger Terminal Building Departure, Check-in Counter, Immigration Counter, Bureau of Quarantine, Departure Holding Room, VIP Lounge, Check in Counter, Customs Counter, Arrival Lobby

GREEN

Apron/Ramp Area Operation, SBIA-Administration Office, Other Government Agency

YELLOW

Concessionaires, Locator Offices, Hangar and Room/Bldg. Assigned, Passenger Terminal Building Parking Area

REQUIREMENTS: (NEW & RENEWAL)

Original document might be required to be presented

1. Filled-up application form
2. SBMA Gate Pass (Photocopy)
3. Company ID (Photocopy)
4. NBI Clearance
5. AvSec Awareness Seminar Certificate (Photocopy)
6. Photocopy of Passport and Valid VISA (for Foreign Applicants only)
7. Photocopy of Special Student Permit(SSP) (for Foreign students only)
8. 2 Pcs. of "Passport Size" photo

LOCATOR - Orange background GOVT EMPLOYEES - White Background

Recommendation: _____
 (For Access Restriction)

S B I A R O U T I N G

A P P R O V A L

OFFICE	IN	OUT	SIGNATURE
Pass Processing	:		
SBIA-AvSec	:		
Pass Processing	:		
Billing/Finance	:		
Pass Processing	:		

APPROVED
 DISAPPROVED

 DATE

ZHARREX R. SANTOS
 AIRPORT MANAGER