



Access Letters Application Process

Staff Movement

- As the platform of the access letter in DNGO is an electronic system NGOs need to submit an official letter requesting a username and a password so that an authorized staff member can access the electronic platform and start processing access letters applications. This letter to be submitted at the one stop shop as a hard copy.
- Application letter (access letter) must be in Arabic, signed by the Country Director and sent through the platform in the form of pdf.
- Maximum number of expat staff members allowed per access letter is 15.
- Maximum number of local staff members per access letter is 30.
- Maximum number of vehicles per access letters is 20.
- Number of drivers allowed per access letter is 20.
- Names of expat staff are allowed to be duplicated in more than one access letter: e.g. names of Country Directors, Deputy Directors and Heads of Programme. Reasons for duplication must be explained.
- Types of visa and issuer info should be stated in the expat section.
- Number of vehicles equates number of drivers.
- Attach all supporting documents (vehicle registration or driver PoA; National Identification Card; Residence Card). Documents should be attached in order with the list of the drivers.
- Provide full four names plus tribal surname for local staff members (National IDs attached as well).
- Attach copies of passport and federal visa for expat staff members.
- Maximum time for processing and approvals is 30 days. DNGO retains the right to change validity time on access letters (i.e.it can be reduced).
- Only Country Directors are authorized to sign on access letters, and they can allow another authorized signatory (the authorization letter should be attached with the application).
- All staff + Drivers national IDs should be dated after 2014, otherwise the name of the person will not be added to the access letter, but DNGO knows that the process of getting the new ID might take time so they will accept to attach the receipt of submitting the request of getting the ID until June 30th.

Cargo Movement

- Application letters need to be in Arabic, signed by Country Directors, and submitter in the form of pdf.
- Application will be approved in 10 days.
- Number of cars should be equal to the number of drivers mentioned in the request.
- Attach all supporting documents (vehicles registration paper or driver PoA; ID card; Residence card). Attachments should be in order with the listed drivers.
- If vehicles are rented, tax clearance records provided by the rental company should be attached.
- Attach a list of all materials being transported stating quantity and unit. Attached photos of items as well.
- If the transported materials are medicine and medical supplies, approval from MoH should be obtained and then attached with the application. Without MoH approval, access letter won't be processed.