



## Contractor E-Visa Help Sheet

Please be advised the webpage works best in Google Chrome.

Only use the 'Previous' and 'Next' buttons to navigate through the application.

### STEP 1: PERSONAL DETAILS

Complete all of your personal details here including your full name and current address.

NB – Do not put a space in the post code

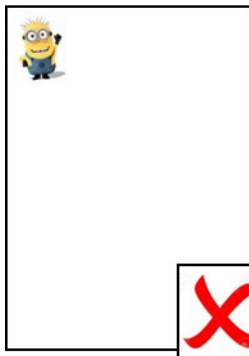
### STEP 2: PASSPORT DETAILS

Complete all of your passport details. You must have 6 months validity left on your passport. If you do not have 6 months left please contact us.

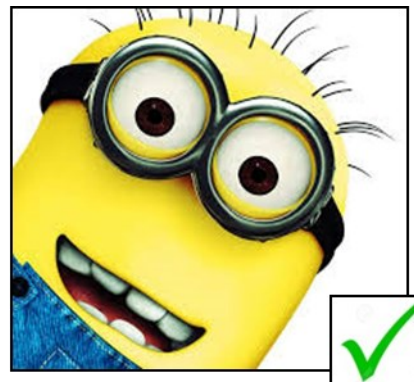
Upload a jpeg format photo that clearly shows your face. We do not accept: images surrounded by blank space; group photos or images from passport scans with holograms visible.

NB - Do not include hash (#) in the file name.

Photos we don't like to receive:



Photos we do like to receive:



## STEP 3: VISA DETAILS

### CONTRACTOR VISA CONDITIONS OF ENTRY

This allows a stay for the duration of the project contracted for and is specifically for off island contractors who undertake projects on behalf of a local employing organisation. We offer 3 types of Contractor Visas -

- A - Single entry for a maximum period of 3 months;
- B – Multiple entry for a maximum period of 6 months; and
- C – Multiple entry for a maximum period of 1 year.

One of the conditions will be for the contractor (and any sub contractors) to make arrangements with the Collector of Taxes on arrival as to settlement of any tax liability under the Income Tax Ordinance. Another is that all contract work undertaken must comply with local employment legislation.

Contractors seeking a visa of any duration will be required to provide a police certificate at the time of application. No visa will be issued without receipt of a satisfactory police certificate. The police certificate, which will detail an applicant's criminal record, if any, must have been issued within the preceding 6 months from the country of residence. We only accept a police certificate issued through the Association of Chief Police Officers Criminal Records Office (ACRO) (10 or 2 day service). We will not accept subject access requests, or DBS checks. For residents of St Helena or Falkland Islands, we will accept a St Helena / Falkland Islands issued criminal record check detailing all unspent and spent convictions.

Please send this ACRO certificate separately to: [e-visa.aig@ascension.gov.ac](mailto:e-visa.aig@ascension.gov.ac)

Visa type	<input type="text" value="Contractor"/>
What company / organisation do you work for?	<input type="text" value="McVities"/>
What company on Ascension are you coming to work for?	<input type="text" value="AIG"/>
What is the type of work to be undertaken?	<input type="text" value="Repairs to biscuit container"/>
Contact name	<input type="text" value="Sally Lightfoot"/>
Contact position	<input type="text" value="Chief biscuit keeper"/>
Contact phone number	<input type="text" value="24766100"/>
Contact email address	<input type="text" value="sally.lightfoot@ascension.gov.ac"/>
Please upload a copy of your confirmation of employment	<input type="text" value="C:\fakepath\cake.jpg"/> <input type="button" value="Browse"/>
Type of contractor visa	<input type="text" value="A - Single entry for a maximum period of :"/> <div style="border: 1px solid #ccc; padding: 5px;"><p>Please select...</p><p>A - Single entry for a maximum period of 3 months</p><p>B – Multiple entry for a maximum period of 6 months</p><p>C – Multiple entry for a maximum period of 1 year</p></div>

← If you are uncertain if this visa type is applicable to you, please contact us on:  
[e-visa.aig@ascension.gov.ac](mailto:e-visa.aig@ascension.gov.ac)


← Select which type of contractor visa you wish to apply for

## STEP 4: DECLARATIONS

Complete the declarations.

It is an offence under the Entry Control (Immigration) Ordinance to make a statement which you know to be false, or not believe to be true, in order to obtain an Ascension Island e-visa.

- I understand that if I have employed deception in this application or not disclosed relevant information any visa issued to me could be revoked

Do you have medical insurance cover to provide for your own (and your dependants!) health and welfare, to include any pre-existing conditions and medical evacuation via air? 

Yes  No

If you have already arranged medical insurance please provide details below (Name of Company, Policy Number, Phone number for claims, Period of validity)

Insurance Provider  
Insurance Policy Number: A123456  
Valid dates: 6th September - 15th October 2018  
Medical evacuation minimum cover of £500,000 is included

← Provide your insurance policy details. If you do not have an insurance policy in place at time of applying we will request the details from you before processing your application. It is compulsory for insurance to include a minimum of £500,000 medical evacuation cover.

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## STEP 5: REVIEW


Take the chance to review all the information you have provided and make sure it is correct and then select your preferred payment method. Payment can be completed by either SagePay or Bank Transfer.

I declare:

- That the information given on this form whether input by myself, input on my behalf by a third party or automatically pre-populated is complete and correct to the best of my knowledge and belief.
- The documents supplied with this application are genuine and the statements I have made with this application are truthful.
- I have read and understood the terms of application as listed on the FAQ page.
- That, I understand and agree with the above declarations and hereby apply for a visa/entry clearance to **Ascension Island**.

COST OF VISA

£50

Fast track your application 

Preferred payment is via **SagePay**.

All payments to be made within 48 hours, please note your visa application will not be processed without the correct payment.

Please ensure relevant payment reference is included on the next screen.

SagePay  Bank Transfer

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## STEP 6: PAYMENT INFORMATION

SagePay will require a payment before completing the application.

← → ↻ Sage Pay Europe Ltd [GB] | https://live.sagepay.com/gateway/service/carddetails

### Your card details

Name	Janette Julie Monk
Card	1234 5678 9876 5432
Expiry	12 / 19
CVC	123

[Confirm card details >](#)

[< Cancel](#)

Bank transfer will allow you to pay at your own convenience. The application process will be completed but we will not process the application until we receive receipt of the funds in our account.

COST OF VISA

# £50.00

Payment should be made **in advance** by BACS transfer to our Lloyds Bank UK Ascension Island Government, Sort Code 30-00-09, Account Number 02293999;

or through the Bank of St. Helena Ascension Branch, to Ascension Island Government, Account number 62000012.

For international Banking, BIC-LOYD GB21013 IBAN-GB12 LOYD 300009 02293999.

When making payment please include your full name and 'AIG Visa payment'.

## STEP 6: PAYMENT INFORMATION

Name

Janette Julie Monk

Bank Name

Bank of St Helena (BoSH)

Bank Transfer Reference

Janette Julie Monk - E-visa Application

Date Of Payment

1 August 2018

← Enter today's date even if payment was made previously

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If you require any further guidance on completing this form please contact: [e-visa.aig@ascension.gov.ac](mailto:e-visa.aig@ascension.gov.ac)