

THIS DOCUMENT HAS BEEN ARCHIVED AND HAS NOT BEEN SUPERSEDED

HOW TO OBTAIN A BFC VETERAN'S PASS

1. In line with MOD policy, HQ BFC is keen to recognise the commitment made by ex-Service personnel and therefore has introduced a Veterans Access Pass.
2. The Veterans Access Pass is valid only for BFC establishments at Akrotiri, Episkopi, and Dhekelia and certain conditions apply to that access privilege.
3. The key criteria for obtaining a pass are:
 - a. The applicant must have served either:
 - (1) In the regular Armed Forces for at least 6 months;
 - (2) As a reservist for a collective period of at least 6 months;
 - (3) Or, on an operational deployment for at least one day.
 - b. The applicant must produce the following documentation:
 - (1) Any proof of service (such as discharge paperwork or AFB108X).
 - (2) Criminal Records Check (CRC) certificate. This must be purchased at the individual's own expense. Details on how to obtain a CRC certificate are given in para 9 below.
 - (3) A completed Veteran's Security Questionnaire. (Note: not a BFC Security Questionnaire.)
 - (4) Passport.
 - (5) Two documents confirming residence (such as utility bills, driving licence or bank statement).
 - (6) A signed Acknowledgement of Responsibilities declaration.
 - c. The applicant must be prepared to attend an interview with the relevant Station Commanders' representative.
4. Completed paperwork should be submitted through the Station Pass Office.
5. The Veteran's Access Pass is for the applicant plus his/her immediate partner providing that:
 - a. The partner resides at the same address.
 - b. A second CRC is provided for the partner.
6. The Veteran's Access Pass does not give any 'Entitlement' other than access. It does not allow duty free shopping or automatic membership of any BFC Clubs.
7. The Veteran's Access Pass will remain valid for length of CRC certificate (either 3 or 5 years).
8. A wiring process diagram is enclosed to indicate the process to be followed in obtaining a Veterans Pass. It is expected there will be many applications for Veterans Passes and thus applicants are requested to be patient as the MOD has provided no additional resources for this task.

HOW TO OBTAIN YOUR OWN CRIMINAL RECORDS CHECK (CRC)

9. Individuals requiring to provide their own CRC apply using the following information and links. When applying for a CRC in Cyprus or abroad, individuals are to ensure that they request the CRC to be provided in **English**. CRCs in a foreign language will be refused. Depending on personal circumstances, nationality and residence, Criminal Records Checks can be obtained as listed:

NATIONALITY AND RESIDENCE	OBTAIN CRC FROM	COST ¹	REMARKS
UK or Cypriot. Resident in UK for at least 3 years but less than 3 years in Cyprus.	Disclosure Scotland http://www.disclosurescotland.co.uk/apply-online/ Tel 0044 870609 6006	£25	Request Basic Disclosure
UK, Cypriot or Third Country (Other) National (TCN). Resident in Republic of Cyprus for last 3 years	The Cypriot CRC is called the Certificate of Clear Criminal Record (CCCR) and the application form is the F.107A. Check the website for phone contacts. The information and application form can be obtained using the following links: http://www.police.gov.cy/police/police.nsf/dmlindex_en?OpenDocument The form can be downloaded at: http://www.police.gov.cy/police/police.nsf/All/23DDC213B92C7438C2257591003867D1?OpenDocument	€17.09	Expats must have a CIC to obtain a CRC from District HQ, otherwise it can only be obtained from Nicosia HQ.
UK / Turkish Cypriot or TCN Resident in Northern Cyprus for last 3 years	Obtain a CRC through the Police HQ in Nicosia (North). For further information phone 0090 228 3311.	Not known	
Other Nationalities. Resident in Cyprus or UK for less than 3 years.	It is possible that TCN maybe able to acquire a CRC. A list of consulates and embassies are shown on the SIA website. http://www.sia.homeoffice.gov.uk/Pages/licensing-countries-1.aspx	Varies	TCN resident in Cyprus more than 3 years apply through Cypriot Police.

10. In order to counter fraud, CRCs will be routinely verified by BFC security organisations. If it transpires that a CRC has been improperly obtained, the individual's details will be passed to the authority from which they purportedly obtained the CRC, the relevant police service will be asked to investigate and the individual's pass will be revoked.

¹ As at date of policy

BRITISH FORCES CYPRUS VETERANS'
INSTALLATION ACCESS PASS ADMINISTRATIVE
PROCESS FOR INITIAL ISSUE

