

Application for a Special Pass

This document is issued under regulation 34 of the Kenya Citizenship and Immigration Regulations, 2012 to person(s) who wishes to enter Kenya or remain in Kenya for:-

- A limited period for the purpose of applying a review of a decision denying a permit
 - Applying for a permit or pass
 - Temporarily conducting any business, trade or profession
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What are the requirements

- A dully filled and signed **Form 32 - Special Pass** online application form (Stamped by Institution). You will print out the form at the end of the application for a special pass. In case you want to reprint your application form, you can do so by going to "My Applications" section [here](#)
- Detailed and Signed Cover letter addressed to the Director of Immigration Services from the applicant/organization
- Two (2) recent passport size color photos.
- Copy of passport (the bio-data page)
- Current Immigration status if in the country
- Copy of Registration Certificate for the organization.
- Certified copies of academic and professional certificates
- Documents in foreign languages should be translated into English by either the Embassy, Public Notary, or authorized /recognized institution
- Copy of any permit or passes held.
- Copy of any **official receipt or acknowledgement** for those waiting for permits processing.
- Clearance letter from the relevant authorities.
- Copy of Checklist. [click here](#) to download

Disclaimer

- Incomplete applications will not be accepted.
 - Engaging in any form of business or employment without a requisite permit or pass is an offence.
 - Application print-outs must be presented to the Immigration headquarters
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Things you should be aware of

Keep in mind the following:

- The institution is required to provide all information material regarding any previous permit/passes applied for and/or issued. It is an offence under section 53(1) (a) of the Kenya Citizenship and Immigration Act, 2011 laws of Kenya for a person to knowingly mislead an Immigration Officer.
- Notification of approval is not an authority to engage in business, profession, employment or residence without first obtaining the Special Pass.
- Failure to pay for the Special Pass within thirty (30) days from the date of notification will render the approval null and void under section 56 of the Immigration Regulation 2012.