USAID | WEST BANK/GAZA

FROM THE AMERICAN PEOPLE

August 19, 2008
2008-WBG-08

To: All USAID/West Bank and Gaza Contractors, Grantees and Recipients

Subject: New Permit Guidelines

Dear Implementing Partners,

The Civil Administration in the West Bank has compiled a list of new guidelines that will improve the permit application process for anyone who is applying to get a permit to the West Bank. As of August 1st, the following guidelines were put into effect in order to ensure timely and efficient service. Please review the procedures mentioned below:

- Submission Time:

Requests for permits should be submitted at least five working days (Sunday-Thursday) before the requested date of the permit to the Program Support Unit.
  - Requests for staff with a security file must be submitted at least eight working days in advance.
  - Requests sent after 15:30 will be received and processed with the requests received on the following working day.

- Application Details: - Requests must include the following details:
  - Full Name
  - Identify number
  - Job/Duty (position title)
  - Telephone number (of the worker)
  - Reason and purpose for the permit
  - Expiration date of last permit
  - Specific destinations (i.e. Jerusalem, Tel Aviv, etc.)
  - Specific dates and hours needed

Tel Aviv: American Embassy
71 Hayarkon Street
Tel: 972-3-511-4848
Fax: 972-3-511-4888

Jerusalem: American Consulate General
P.O. Box 290
Tel: 972-2-622-7230
Fax: 972-2-625-9484

- New Employees – New employees must be listed in the system before a permit is requested. Therefore, it is important to apply for USAID card before sending a permit request and to mention that this is a new employee so that we will be able to add his name to the USAID list.
- Normal hours to cross checkpoint with permits are 5:00-19:00. If you apply for hours later than normal (i.e until 22:00PM) please send PSU a justification for the additional hours.
- The period of time for the permits validity is dependent upon the magnetic card possessed by the employee (Maximum 6 months). Please be advised that there are two dates on the Magnetic Card (MC); one is the validation, which is usually up to 4 years and the other is the updating date, which should be done every year. It's important to update your MC every year; otherwise COGAT will not approve your request.
- Civil Administration issue only one permit per person. Staff members who already hold a permit (family reunion, merchants, etc.) will not be able to receive an additional permit.
- Permit Collection: Permits can be collected Sunday through Thursday from the public reception of the Civil Administration located in Beit El, exclusively between the hours 10:00 and 11:00 AM and 14:00 to 15:00 PM.
- Please include a point of contact information such as name and telephone number with every request so that COGAT can contact you if more information is needed and to coordinate the hand over of the permit.
- If you are requesting a permit with a vehicle please attach your chief of party/supervisor's justification letter, and a copy of the vehicle's license.
- Requests should be submitted by email to our new email account: psu-permit@usaid.gov
- Permit requests should be sent by the Cognizant Technical Office (CTO) only or with their approval. Therefore, if you are sending the requests directly to the PSU permit account, it's critical to route the CTOs on the email (cc: CTO's name). We will be unable to continue with the process otherwise.

For questions or concerns regarding this notice please contact Fouad Salman, Supervisory Administrative -Logistics Liaison at 03-511-4862 or: psu-permit@usaid.gov.

Sincerely,

Roy Plucknett
Contracting Officer
USAID West Bank & Gaza