

## For Gryphon Passengers Arriving and Departing at Kuwait International Airport



### Arriving

If you have a connecting flight and do not plan to leave the secure area of the airport, you will not require a Visa. If your layover is for an extended period of time, you may check into a room at the Safir Airport Hotel without leaving the airport.

If you plan to exit the airport, the following instructions will be of assistance.

After exiting the plane go IMMEDIATELY to the Visa desk near GATE 23. Go to the left side of the Visa desk and take a number from the small ticket dispenser on the end of the counter. Take a form from the counter and fill out as required. Approach the desk when your number is displayed and give the Visa officer the completed form and passport. You will be asked to pay 3 Dinar, or the equivalent in US dollars (approximately \$12). After paying you will be asked to go again to the far left side of the desk to await your Visa and passport.

Upon completion of the Visa process, go down the nearby stairway to the Immigration and Customs area where you will present your credentials to an Immigration official and await your baggage at a nearby baggage carousel. You will then take your baggage through a final x-ray screening, after which you may exit to the passenger arrival area where you may find a shuttle drive for your hotel, or your pre-arranged ride waiting for you. You may also exit the building and find taxis waiting at the curb.

### Departing

#### **New Security Policy for LOA's and ITO's**

*For Gryphon Passengers Traveling to Baghdad carrying **only** a passport and Letter of Authorization (LOA) or Invitational Travel Orders (ITO), a new security policy ordered by the 447th Air Expeditionary Group - Sather AB applies.*

**The passenger WILL NOT be allowed to board the flight from Kuwait to Sather AB if any of the following requirements are not met:**

Effective immediately, by order of the 447th Air Expeditionary Group - Sather AB, Gryphon passengers traveling to Baghdad **not in possession** of a valid DoD Common Access Card (CAC) or a Multi-National

Forces-Iraq (MNF-I) card are required to be met upon arrival and escorted by a representative of the sponsoring employer.

The sponsor representative must check in at the Gryphon Airlines desk at Baghdad International Airport at least two (2) hours, presently **17:30**, before Gryphon's flight arrives at Sather AB.

The sponsor representative name, email address and local telephone number must be provided at least twenty-four (24) hours prior to departure of the flight by emailing to [sponsorcontact@gryphonholdings.com](mailto:sponsorcontact@gryphonholdings.com).

A hard copy of the sponsor contact information must be attached to the Letter of Authorization (LOA) or Invitational Travel Orders (ITO) carried by the traveler. *This does not preclude the requirement that the escort arrive and check in with Gryphon representatives two (2) hours before arrival of the flight.*

When you are ready to leave Kuwait City, please arrive at the airport at least 90 minutes before your flight and go to "Zone 3" to check in for your Gryphon flight, Zone 3 is inside on the right just before the security check area. Please ask for the Gryphon Airlines desk. When you receive your boarding pass, you will proceed to Gate 23.

***Have a great flight!***

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