

## JCC Access Letter Request

August 2018

*The Joint Crisis Coordination Centre (JCC) facilitates access requests for humanitarian actors operating emergency and relief programmes in the Kurdistan Region of Iraq (KRI). All missions require an access letter in advance of crossing and returning KRI. In case of activities and movement to/from central and south Iraq, requests have to be submitted to the Joint Crisis Management Centre (JCMC) in Baghdad. Please refer to the “JCMC Access Letter Snapshot” for the detailed procedure.*

### Requirements

Local and international NGOs need to be registered at the Department of NGOs of the Kurdistan Regional Government (KRG) in order to request the access letter. Organisations registered in Baghdad need to have a support letter from the KRG Department of NGOs. Each organisation has to previously appoint three designated and authorised staff for coordination with the Ministry of Interior - JCC, who will be in charge of official communication and requests.

1. To obtain an access letter, the organisation should submit an official request letter addressed to the JCC for each mission, indicating:
  - Reference number
  - Name of the organisation
  - Purpose of the mission and type of activities implemented
  - Targeted areas and route of the mission
  - Planned dates and duration of the mission
  - List of staff members that will participate in the mission
  - Full name of drivers as shown in ID/passport
  - Car details (i.e. plate number, colour of vehicle, type)
2. Include a copy of the ID card or passport of all the staff indicated in the letter. National staff should also include their KRI residency card and have it during the mission.
3. NGOs are requested to submit a copy of their registration number in the KRI.
4. Contractors, companies and third parties should present a copy of the contract with the NGO or UN agency, or a support letter acknowledging the contract duration and service provision for the NGO or UN agency. Any contracted companies should have completed the previous six-month's tax clearance process and be registered in the KRI in order to proceed through checkpoints without delays.

The letter and all attached documents need to be stamped and signed by one of the three authorized persons, and the request should be addressed to the KRG Ministry of Interior - Joint Crisis Coordination Centre.

## Process

Humanitarian organisations have to submit the letter and supporting documents to the JCC offices at least **72 hours prior** to the mission. The documents must be sent to the following addresses:

To: [mariwan.hassan@jcckrg.org](mailto:mariwan.hassan@jcckrg.org)  
[ali.saeed@jcckrg.org](mailto:ali.saeed@jcckrg.org)  
[shanaz.taha@jcckrg.org](mailto:shanaz.taha@jcckrg.org)  
Cc: [hoshang.mohamed@gov.krd](mailto:hoshang.mohamed@gov.krd)

The JCC will then issue an access letter in two to three days (excluding weekends).

A physical copy of the stamped letter must be picked up from the JCC offices to be presented at checkpoints. Each page of the letter must be stamped to be valid. The original letter needs to be carried during the mission. The duration of the access letter varies depending on the size, purpose and type of activity of the mission. A new request letter needs to be submitted when there are changes to vehicles/staff/activities/dates.

## Contacts

For enquiries, organisations are asked to contact the **JCC** directly:

- Lt. Ali Saeed (Director of information Management and CIMIC Unit)  
Phone: 07507655055; email: [Ali.saeed@jcckrg.org](mailto:Ali.saeed@jcckrg.org)
- Mr. Mariwan Hassan (Director of Crisis Response and Management)  
Phone: 07504480499; email: [Mariwan.hassan@jcckrg.org](mailto:Mariwan.hassan@jcckrg.org)

In case of incidents and issues with access, organisations can inform the **OCHA CMCoord** unit through the duty phone 07511352884 or use the Access Incident Report Form: <https://goo.gl/forms/RF5vxZ9ZbAr6Be923>

### **Logistics Cluster Contacts:**

Farhad Rasul  
Gabriela Espana

*Logistics Associate – Erbil*  
*Information Management Officer*

[farhad.rasul@wfp.org](mailto:farhad.rasul@wfp.org)  
[gabriela.espana@wfp.org](mailto:gabriela.espana@wfp.org)