



**SIERRA LEONE GOVERNMENT
COVID-19 NATIONAL RESPONSE
EMERGENCY OPERATIONS CENTRE (EOC)
WILKINSON ROAD, FREETOWN**

Freetown 25th April 2020 Time: 19:30PM

PUBLIC NOTICE ON E-PASS POLICIES AND PROCEDURES

Pursuant to the Public Notice of 24th April 2020 on the above subject, and in a bid to improve on the efficiency and transparency in the management of passes for movement of persons and vehicles during periods of lockdowns or restrictions, the National Emergency Operations Centre is implementing an Electronic Pass Management System (e-Pass). Effective immediately, the following policies and processes shall apply in the issuance of e-Passes.

1. Categories Automatically Eligible and not requiring a Pass

The following categories automatically qualify to move and need not apply for passes:

- Transporters of essential goods (*food items, drinking water, fuel, drugs and medical supplies, construction materials*)

2. Eligibility to Apply for Passes

The eligibility conditions announced for earlier restrictions shall apply. The eligible categories include:

- Essential service providers (*electricity, telecommunications, health workers, water supply, Government infrastructure contractors, uniformed state and private security personnel, currency transport vehicles*)
- Government and private business personnel on essential duties
- International NGOs and relief service providers

All requests not meeting the above criteria shall be rejected. For extraordinary circumstances where an organisation does not fall within the approved eligible categories, a request for special consideration should be addressed to the National Coordinator sent to the e-mail address stated in Paragraph 8 below.

3. Request for Passes

ALL applications for passes MUST be done online or via telephone. For online application, please visit epass.eoc.gov.sl and complete the online forms. For persons without immediate access to a computer or mobile internet, the calls



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can be made to the dedicated Government support telephone number 055-117117 and agents will be available to assist in completing forms.

All applications submitted online before 1930Hrs on 25th April 2020 are not valid and must be re-submitted for it to be reviewed.

4. Bulk Requests

For organisations making large requests, the e-Pass system makes provision to complete a 'Bulk-Request' template, available for download online. Only requests for more than 10 passes should use the Bulk Request form. **Applications for less than 10 passes using the bulk request form shall not be processed.** Completed Bulk Request templates should be sent to e-pass@eoc.gov.sl with the subject stated as **"Pass Request"**

5. Review and Approval Process

The Operations Cell of the EOC shall have the powers to review, approve or reject applications for passes. The reviews shall be based solely on the guiding criteria for eligibility, as well as the information provided in the request. To make the review and approval process more efficient and responsive, all District EOC Coordinators have been granted privileges to approve applications originating from their respective Districts.

6. Notification of e-Pass Approval

For all approved/rejected requests for passes, SMS notifications shall be sent to the Mobile phone provided in the request form. The notification of an approved pass shall include the serial number of the e-Pass, which shall be provided to security personnel checking for passes.

7. Vehicle Pass Coverage

For cars and SUVs, vehicle passes cover a maximum of four(4) persons including the driver. For trucks carrying essential goods and vehicles with larger capacity, the vehicle passes shall cover a maximum of three (3) persons

8. e-Pass Verification

Security personnel at major check points have been issued with gadgets to check for e-Passes. The public is hereby requested to announce their e-Pass



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serial numbers at any checkpoint on demand. The e-Pass checkers will provide information that should be verified by the security:

- In the case of vehicle passes: Vehicle Registration Number
- In the case of Personal Passes: ID Card Number of individuals to whom the pass is issued.

For individuals carrying Personal Passes, please ensure to always carry identification documents that match the information provided during the application for the pass.

9. Checking for e-Passes

The checking for e-Passes shall be limited to selected major check points.

10. Enquiries and Follow-Up

For further enquiries and follow up on application status, a dedicated Government telephone help desk has been created. The public can call 055-117117 or send e mails to e-pass@eoc.gov.sl

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Spokesperson