

# STATION INSTRUCTION

easyJet

|                       |  |
|-----------------------|--|
| Station Instruction # | SI 310   |
| Title                 | Travel to UK – Electronic Travel Authorisation (ETA) - VT100 Update for Permission Found |
| Date of Issue         | 17 <sup>th</sup> April 2025  |
| Effective start date  | 24 <sup>th</sup> April 2025  |
| Effective end date    | UFN  |
| Written by            | Justine Everett Immigration Manager  |
| Reviewed by           | DS, WH, MA   |
|                       | OPR No NA  |

*The contents of this document are highly confidential and must not be shared with anyone else, except strictly for the purposes of providing ground handling services to easyJet. Copyright and all other intellectual property rights in the material belong to easyJet Airline Company Limited.*

## Reason for Issue

VT100 has been updated to receive the “Valid Permission found” from the UK Government, with a “Board status”, meaning Ground Crew will not see anything and no additional checks are required for these customers.

If VT100 receives one of the iAPI status exceptions: Insufficient Data, Exception, Error or Unchecked, there will be a prompt to recapture the travel document details. The Ground Crew can do this by using the TD- command, this could be done at bag drop during the airport check-in process, whilst re-printing a boarding pass or at the boarding gate.

## Travel to the UK

### What is an Electronic Travel Authorisation (ETA)?

An ETA is an advance permission to travel to the UK for those nationals that do not currently require a Visa for the UK, or do not have UK Immigration status such as residency. Everyone is required to have an ETA including babies, children and adults. An ETA will be valid for 2 years or until the Passport expires, whichever is sooner, and is valid for unlimited journeys to the UK within that period. UK and Irish citizens are exempt from holding an ETA.

### What happens if a customer does not have an ETA?

For a period of time, if a customer that requires an ETA is not in the possession of one, the customer will still be allowed to board and travel – but Ground Crew must advise them this will soon become a requirement which they will have to apply for to be able to travel in the future.

## GHM amendments are as follows

### Travel to the UK

| Section   | Title   | Details   |   |   |
|---|---|---|---|---|
| 1.1.5.3   | ID Requirements   | <p><b>Electronic Travel Authorisation</b><br/>Example screenshot of status exception, Ground Crew to re-capture data</p> <table border="1"> <tr> <td> <b>Board</b><br/><br/> <b>Board status received at the time of check-in from border authority.</b><br/><br/> <b>In case of Amber/Red ICTS alert, iAPIS message will occur followed by highlighted ICTS alert.</b> </td><td> 13:31 01Apr/LTN&gt;PP1<br/><br/> Flight Status:<br/> Flight Information:<br/> Live updates currently not available - press &lt;Enter&gt; to continue<br/><br/> Passenger Name : FGGD/BNOONFR MR<br/> Passenger Boarding Status : GB/BOARD<br/> Authority Code Description : VALID PERMISSION TO TRAVEL. BOARDING PASS MAY BE ISSUED<br/> Passenger Message Text : VALID PERMISSION TO TRAVEL FOUND<br/><br/> PAX Document Status:Amber<br/> PAX Message Text:Invalid APIS document format. Please reenter APIS Continue(Checked), Reject(R) or Recapture API(TD); </td></tr> </table> | <b>Board</b><br><br><b>Board status received at the time of check-in from border authority.</b><br><br><b>In case of Amber/Red ICTS alert, iAPIS message will occur followed by highlighted ICTS alert.</b> | 13:31 01Apr/LTN>PP1<br><br>Flight Status:<br>Flight Information:<br>Live updates currently not available - press <Enter> to continue<br><br>Passenger Name : FGGD/BNOONFR MR<br>Passenger Boarding Status : GB/BOARD<br>Authority Code Description : VALID PERMISSION TO TRAVEL. BOARDING PASS MAY BE ISSUED<br>Passenger Message Text : VALID PERMISSION TO TRAVEL FOUND<br><br>PAX Document Status:Amber<br>PAX Message Text:Invalid APIS document format. Please reenter APIS Continue(Checked), Reject(R) or Recapture API(TD); |
| <b>Board</b><br><br><b>Board status received at the time of check-in from border authority.</b><br><br><b>In case of Amber/Red ICTS alert, iAPIS message will occur followed by highlighted ICTS alert.</b> | 13:31 01Apr/LTN>PP1<br><br>Flight Status:<br>Flight Information:<br>Live updates currently not available - press <Enter> to continue<br><br>Passenger Name : FGGD/BNOONFR MR<br>Passenger Boarding Status : GB/BOARD<br>Authority Code Description : VALID PERMISSION TO TRAVEL. BOARDING PASS MAY BE ISSUED<br>Passenger Message Text : VALID PERMISSION TO TRAVEL FOUND<br><br>PAX Document Status:Amber<br>PAX Message Text:Invalid APIS document format. Please reenter APIS Continue(Checked), Reject(R) or Recapture API(TD); |   |   |   |

This SI makes a change to the published Ground Handling Manual (GHM). The SI folder should have this instruction placed in it until its effective end date. GOM, GHP & other parties must ensure effective implementation of this SI at a local level. The accountable staff member at each airport must confirm to their easyJet Manager that the SI has been understood and embedded with all applicable Ground Crew. Local cascade may include some or all of the following:

- a signed read and brief, regular team briefing sessions to ensure Ground Crew understand SI content
- specific training and assurance of content comprehension by Ground Crew
- review of local audit checklists & training material to include any changes