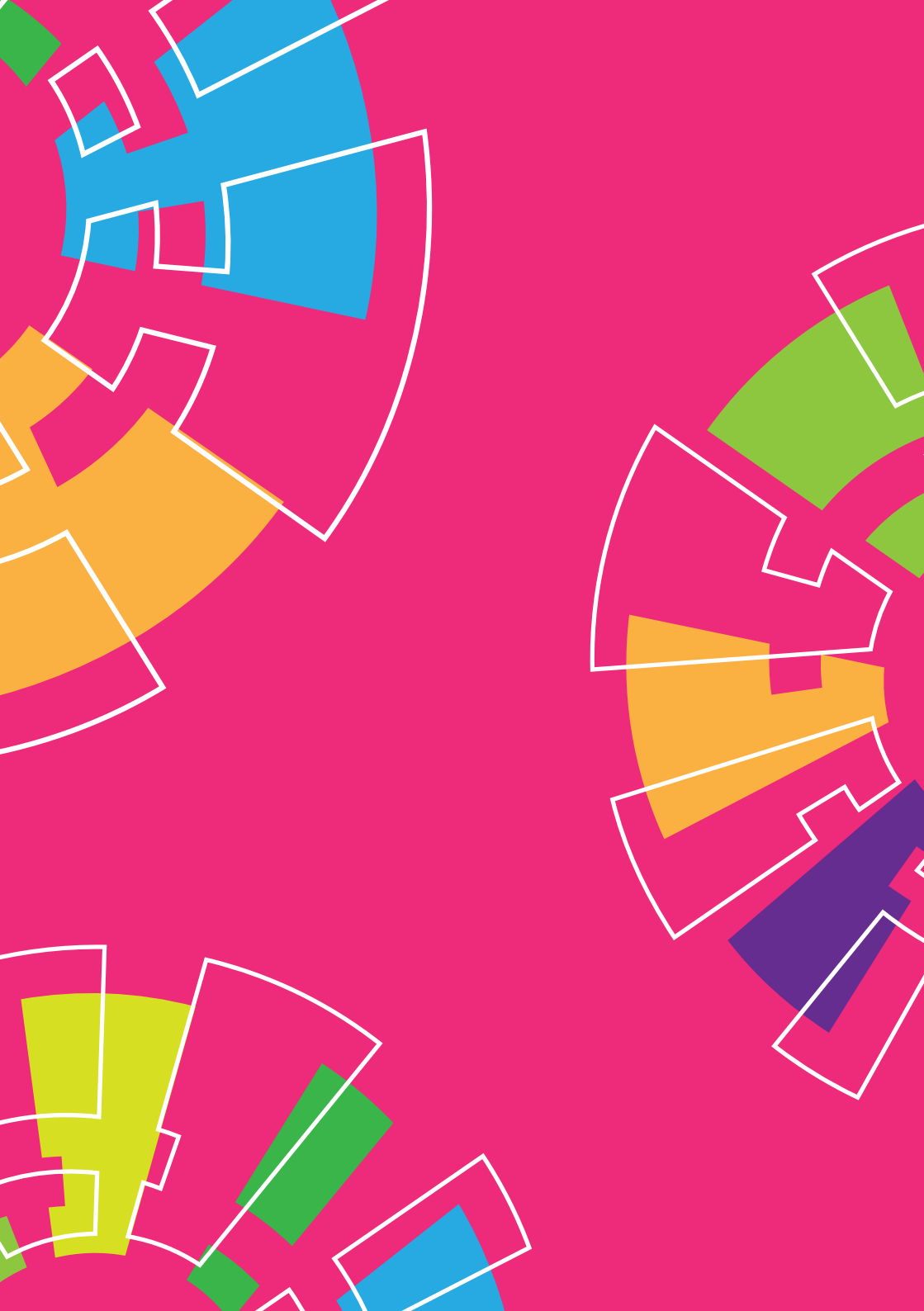




**INDONESIA**  
**2018**  
ASIAN PARA GAMES

MANUAL  
HANDBOOK  
**ACCREDITATION**  
**GUIDE**





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# INTRODUCTION



# 1. Introduction

## 1.1 Purpose of This Guide

On the basis of Accreditation Guidelines set by Asian Paralympic Committee (APC) and the Host City Contract for the Indonesia 2018 Asian Para Games, Indonesia 2018 Asian Para Games Organizing Committee (INAPGOC) has formulated the Accreditation Guide for the Indonesia 2018 Asian Para Games.

According to the accreditation policy for the Indonesia 2018 Asian Para Games, the personnel who are eligible to participate in the Games will be duly accredited and allowed to access specific Games venues and zones to perform their official functions.

This Guide contains detailed information on the Accreditation process including issuance, categories and privileges of Accreditation Card as well as its type and valid period. Also, this Guide sets well-defined regulations for actual operation of Accreditation and facilitating the work of responsible organizations requiring Accreditation.

### Cross-Referenced Documents

- APC Rules and Constitution
- Host City Contract
- APC Accreditation Guidelines

## 1.2 Overview of Accreditation

An accreditation grants a participant access rights and privileges which are entitled by the category groups to fulfill official roles in the Indonesia 2018 Asian Para Games.

Accreditation is not an external sign of a special right or a certain position, but it is an important mean of managing the large numbers of participants, facilitating their movements in a flexible and secure manner.

The appropriately qualified and eligible participants are entitled to go through the accreditation process and receive an Accreditation Card which allows them to access the work-related venues and zones. The Accreditation also keeps accredited or non-accredited persons out of inaccessible areas.

## 1.3 Master Schedule

PERIOD	ACTIVITIES
2018 PRE-GAME TIME	
JANUARY 2018	
29th	Conceptual Sport Entries system and program
FEBRUARY 2018	
6th	CdM Manual Book, Conceptual draft begins (prediction to be completed by April)

14th & 28th	The completion of Technical Delegates meetings; Topic: Sports, Number of Events, THB and Venues
16th & 17th	APC & INAPGOC Technical Coordination Meeting
22th	Draft program of Sport Entries system (Conceptual)
23th	Accreditation program begins (Development system)
MARCH 2018	
1st - 30th	Sport Entries system and program begins
6th	Press by Name Forms, send to all NPCs
APRIL 2018	
10th	Distribution of CDM Manual Book (Soft Copy)
11th - 12th	Chef de Mission Seminar
14th	5th Coordination Commission Meeting
MAY 2018	
15th	RAMADHAN Starts (Moslem fasting 30 days)
20th	Deadline all NOCs to return application for Accreditation forms
22th	Deadline all NPCs to return completed Press By Name
JUNE 2018	
15th & 16th	Eid Al Fitr (Moslem Public holidays)



22nd	Closing dates for Application of Pre-Games training camps (all NPCs)
23rd	Final Press by Name submission to IN-APGOC

PERIOD	ACTIVITIES
2018 PRE-GAME TIME	
JULY 2018	
1 <sup>th</sup>	Entry by Name submission Open (Online, all NPCs)
12 <sup>th</sup>	Distribution of Arrival and Departure forms
AUGUST 2018	
10 <sup>th</sup> - 12 <sup>th</sup>	Pre-DRM Distribution of Pre-Valid Accreditation Cards (PVAC's) and Asian Paragames luggage tags and stickers
SEPTEMBER 2018	
5 <sup>th</sup>	Deadline of Accomodation booking form submission
7 <sup>th</sup>	Deadline of Arrival and Departure submission
10 <sup>th</sup>	Deadline for submission of ADS data Entry by Name deadline (Closing Form)
26 <sup>th</sup>	Delegation Registration Meeting (DRM) begins, 3 days Asian Para Games Athlete's Village SOFT Opening
29 <sup>th</sup>	Asian Para Games Athlete's Village official opening

## 1.4 Accreditation Procedure

Phase	Action
1	Establishment of online Accreditation system
2	Distribution of the Accreditation package containing the Confirmation of Receipt, Accreditation Guide and Organizational Consent Form  Upon receiving of the Accreditation package, responsible organizations have to send the Confirmation of Receipt to INAPGOC immediately via email or fax.  INAPGOC Accreditation email : Accreditation@inapgoc.id
3	Responsible organizations collect the accreditation information of persons who will participate in the Games under the organization
4	Completing submission of the Accreditation Application Forms
5	Pre-DRM with NPCs
6	Reviewing submitted information of the participants by Indonesian Immigration Department to confirm their eligibility to enter Indonesia.
7	Posting the Pre-Valid APGIACs to the responsible organization
8	The participants' entry to Indonesia
9	Visiting the Accreditation Centers and completing APGIAC validation process

## 1.5 Media Accreditation

Information on the media accreditation will be provided by the Media Accreditation Guide. If there is a difference in the

content of this Accreditation Guide and Media Accreditation Guide, the content in the Media Accreditation Guide should be complied.

## 1.6 Glossary

Term	Definition
Accreditation	The process of registering, producing, distributing and validating Asian Games Identity and Accreditation Card. The Card permits the holder access rights and other privileges for the Asian Games
Asian Para Games Identity and Accreditation Card (APGIAC)	A personalized card issued by INAPGOC based on the APC Rules and Guidelines. The APGIAC displays the identification information of the holder and the rights entitled during the Games.
Accreditation Center	A facility operated by INAPGOC to provide accreditation services for the participants.
Category	Group of accredited persons based on the similarity of their roles in the Games, and therefore allocated similar privileges.

Temporary Access Passes	A pass issued to accredited or non-accredited personnel permits temporary access to the specific Games venues. The pass holder is able to enter the venues including Competition Venue, Athletes' Village and MMC within a day.
Pre-Valid APGIAC (PVC)	The APGIAC to be distributed the participants as non-validated.
Transportation Code	The alpha numeric codes displayed on the APGIAC to indicate the transport privileges.
APGIAC Validation	The process of changing the accreditation status of an individual's PVC into 'validated'
Zones	INAPGOC generated numeric codes to place on the APGIAC. The Zones indicate designated access areas with a competition venue.
Codes	A system of letters, numbers or symbols and their association with a particular organization, venue, zone or other privileges. The codes can be identified by the agreed set of terminology.

# ASIAN PARA GAMES IDENTITY AND ACCREDITATION CARD (APGIAC)



## 2. Asian Games Identity and Accreditation Card (APGIAC)

### 2.1 Function of the APGIAC

The Asian Games Identity and Accreditation Card (APGIAC) contains all information necessary to identify eligible persons to participate in the Games and to perform its two fold functions.

The APGIAC functions are:

- The Games official document to grant access to the Games venues

The APGIAC provides a basis for the access permission of the Games venues and enables INAPGOC to confirm Identity of the participants. To be used as the Games official document, the APGIAC holders must complete the validation process. Once activated, the APGIAC becomes effective.

NOTE : APGIAC's Function as Visa is still under consideration of the Government of Indonesia as of today and will be informed in further version of this guide

## 2.2 Valid period of the APGIAC

The Indonesia 2018 Asian Para Games Identity and Accreditation Card will be valid from 00:00 September 20th to 23:59 October 19th, 2018.

## 2.3 Specification of the APGIAC

### 2.3.1 Form of the Card

The size of APGIAC is 10cm × 15cm. It contains the holder's rights granted by the accredited categories and identification information on the front and back of the card.



### 2.3.2 Languages on the Card

The official languages on the APGIAC are:

- English
- Indonesian (language of the host country)
- Braille for Specific, crucial information

### 2.3.3 Principal elements of the Card

The principal elements to be visible on the Card are:

- The official Games title and emblem
- A category letter with background color as indicated in the Accreditation Charts
- A recent (within last 6 months) color photograph of the holder, on both sides of the card
- Personal information about the card-holder on both sides of the card (name, function in the Games, responsible organization)
- Codes determining the Venue, Zone(s) and other privileges including transportation and AV Dining Hall access to which the bearer is on titled to
- The individual's accreditation number on both sides of the card
- The Games sponsor's logo
- Security measures to prevent the production of counterfeit cards.



## 2.4 Transferable Accreditation Card

Transferable Accreditation Cards will be allocated to the Accreditation Responsible Organization such as the APC, IPC and NPC. The purpose of issuing the Transferable Accreditation Card is to enable the organizations to maximize the Accreditation opportunities and to facilitate their operation through transferable Accreditation.

Types of Transferable Accreditation Cards are as below:

- Nominative Transferable Accreditation Card
- Upgrade Card (U Card)

### 2.4.1 Nominative Transferable Accreditation Card

The Responsible Organizations which are assigned the transferable Accreditation Card must submit the Accreditation Application of expected Transferable Accreditation Card with reference to the quota and times of transfer allowed from the table below:

Responsible Organization	Accreditation Category	Quota	Times of transfer allowed
APC	B	12	2
IPC	B	12	2

NPC	<p>C (NPC Guest)</p> <p>Fo (Team Official)</p>	<p>1 is assigned to every 20 participating athletes</p> <p>(NPCs are required to select the category of Transferable Accreditation Cardholder between C-NPC Guest and Fo -Team Official and complete the Accreditation within the allowed quota)</p>	2
-----	------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---

- The Responsible Organizations will not be allowed to submit the Transferable Accreditation applications which are over quota.
- Applicants for the Transfer Accreditation should be subject to normal accreditation procedures.
- Nominative Transferable Accreditation Card issuance procedure

Phase	Action
1	Responsible organizations submit the accreditation application for the proposed user of Transferable Accreditation Card to INAPGOC before submission deadline

2	Confirm the list of the recipient of Transferable APGIAC and order of use through the DRM
3	Notify INAPGOC Accreditation by a request form one day prior to the arrival of Transferable Accreditation Cardholder
4	Return and cancel the first card holders Accreditation Card at the Accreditation Center and validate new Accreditation Card

Transferable Accreditation Card can be transferred within the persons who are accredited to the Category for the transferable accreditation in the order decided by the responsible organization.

The maximum time allowed to transfer the Accreditation is twice among three people in the determined order.

For instance, Transferable Accreditation Card can be transferred from the first user A to the next user B, and then from user B to user C. The Card can be transferred twice and used by three persons with the single quota.

Before the Card is transferred to the next user, the responsible organizations have to submit a Transfer Request Form notifying the accreditation transfer to an Accreditation Center. Submitted information will be updated on the Accreditation System.

The original Accreditation Card must be returned to the Accreditation Center for deregistration. After the cancellation process, the next user can validate his/her Accreditation Card.

Also, the transferable card can only be transferred to another person of the same category. Transferring from a 'Team Official' to a 'NPC Guest' is not allowed.

NPC Guest → Team Official (Incorrect)

NPC Guest → NPC Guest (Correct)

#### 2.4.2 Upgrade Card (U Card)

The function of the Upgrade Card is to extend the access right of the accredited personnel. The Card is only effective when it is used together with the original Accreditation Card.

There is no limitation to transfer the Upgrade Card. However, if the Upgrade card for your organization is lost, INAPGOC will not reissue the card.

The accessible Games Venues with the Upgrade Card are;

- All Competition Venues (∞)
- Main Press Center
- APC Family Area

Notice: The APGIACs and Upgrade Cards do not provide access to the Opening and Closing ceremonies.

- Quota for the Upgrade Card

Responsible Organization	Quota for the Upgrade Card
NPC	1 per 50 athletes (1 Upgrade Card is allocated to the NPCs whose participating athletes are less than 50)
IF/AF	10 per each Sports Federation (the sports of the federation must be included in the Indonesia 2018 Asian Para Games)

# TEMPORARY ACCESS PASSES



## 3. Temporary Access Passes

### 3.1 Type and Function of the Temporary Access Passes

The accredited persons or non-accredited persons who need access to the Games venues to perform their roles are requested to hold temporary access passes.

Guest Pass and Day Pass will be managed as the temporary passes, and are classified according to the accessible venues. Temporary access pass will be issued to the applicants whose purpose of visit is appropriate to gain the access.

### 3.2 Guest Pass

Guest Pass ensures the access right to the below venues:

- Athletes' Village (AV)
- Main Media Center (MMC)
  - Main Press Center (MPC)
  - International Broadcasting Center (IBC)

#### 3.2.1 Athletes' Village Guest Pass

Athletes' Village Guest Pass allows the functional staffs, friends and family of the delegation access to the International Zone or Residential Zone and the pass is granted to the accredited persons and non-accredited persons.

The table below describes the general process for Athletes' Village Guest Pass.

Phase	Action
1	Accreditation Organization submits requests to the Athletes' Village Guest Pass Center a day before passes are required.
2	Guest arrives at the Guest Pass Center and exchange identification document with photo identification for the Guest Pass
3	Guest ensure the Guest Pass are returned and in exchange for the identification document

The accessible zones by the Guest Pass are different in accordance with accreditation category or purpose of visit. Media participants are only able to access to the International Zone of the Athletes' Village.

- Athletes' Village Guest Pass for the NPCs  
Athletes' Village Guest Pass will be issued to the NPC Visitors, friends and family of the delegation and sponsors. Each NPC has their own daily quota which is allocated by the delegation size for the Guest Pass.

The visitors may request access of International Zone or Residential Zone depending on their purpose of visit. The following table contains the process for the Athletes' Village Guest Pass for the NPCs.



Phase	Action
1	NPC receives daily requests for the Guest Pass.
2	NPC Chef de Mission or HQ Staff visits the AV Guest Pass Center and submit the application form a day prior to the guest's visit. The number of application has to be within NPC quota numbers.
3	Guests arrive at Athletes' Village Guest Pass Center and exchange the identification document with photo for the Guest Pass.
4	NPC receives and accompanies guest within Residential Zone of the Athletes' Village
5	NPC Guests ensure Guest Passes are returned in exchange for accreditation card or identification document after the visit.

- Daily quota for the Athletes' Village Guest Pass (for NPCs)

Delegation Size	Quota
1-30	6
31-50	8
51-80	10
81-110	12
111-140	14
141-164	16
165-188	18
189-212	20
213-236	23
237-260	26

261-284	29
285-308	32
309-332	35
333-356	38
357-380	41
381-404	44
405-428	47
429-452	50
453-476	53
477-500	56
501-530	59
531-560	62
561+	65

### 3.2.2 Main Media Center Guest Pass

For those who need access to the Main Press Center and International Broadcasting Center for fulfilling their role, the Main Media Center Guest Pass will be issued. The MMC Guest Pass shall be issued to the applicants whose purpose of visit is appropriate.

Process of Main Press Center Guest Pass is as follows;

Phase	Action
1	The MMC Guest Pass Center receives the application form for the Guest Pass until 3pm a day before the actual visit.

2	The Guest visits the MMC Guest Pass Center and exchange the identification document for the Guest Pass
3	After completion of the visit, the guest returns the Guest Pass and collect his/her identification document

Process of International Broadcasting Center Guest Pass is as follows;

Phase	Action
1	MMC Guest Pass Center receives application form for the Guest Pass until 3pm a day before the visit of the guest. Submission must be made by the APGIAC holder who has access right of the IBC
2	The guest visits the MMC Guest Pass Center and exchange the identification document for the Guest Pass. The Guest must be accompanied by the applicant whose APGIAC grants IBC access.
3	After completion of the visit, the guest returns the Guest Pass and collect his/her identification document. The inviter, applicant of the guest pass, or the person who is from the same responsible organization and in possession of the IBC accessible APGIAC accompanies the guest until the Guest returns the pass to the MMC Guest Pass Center.

### 3.3 Day Pass

Accredited participants or non-accredited persons can receive a Day Pass to perform their function in the Competition Venue. The Day Pass will be issued to the persons who are eligible to access to the competition venue.

The Day Pass will be issued within a quota determined in accordance with the size of competition venue. When the application is over quota, the day pass will not be issued.

The day pass will not grant access to the Field of Play and the seat in the zone. Day pass is only valid when it is presented with the holder’s identification document throughout the visit.

Following table contains Day Pass process

Phase	Action
1	Applicants submit Day Pass application form to the department of INAPGOC that is related to the visitors’ purpose of visit. The application must be submitted by 3pm on the previous day of the actual visit. NPC delegation members are able to submit the application to the AV Accreditation Center.
2	The eligibility of access will be checked and the application result will be informed to individuals.
3	The approved visitors are required to visit the accreditation center (Jakarta Int’l Airport Accreditation Center is excluded) or contact to the responsible department of their application. After the identification information check, the day pass will be given to the applicant.
4	The visitors bear the day pass and role their function while the day pass is valid

# ACCREDITATION PROCEDURE



## 4. Accreditation Procedure

### 4.1 Accreditation Procedure

Phase	Action	Responsible Organization
1	INAPGOC distributes the Accreditation Package which includes the Accreditation Guide and Consent Form to the accreditation responsible organization	INAPGOC
2	The responsible organization will collect the information from the individuals who are coming to the Games and verify the submitted information	Responsible Organization
3	Responsible organizations complete submission of applicants' information via an Online Accreditation System to Before the deadline ends	Responsible Organization
4	INAPGOC and the responsible organization jointly verify the submitted information of the participants.	INAPGOC/ Responsible Organization
5	INAPGOC produce Pre-Valid APGIACs (PVCs) of all confirmed applicants. Participants who are on the confirmed accreditation list can receive the PVCs	INAPGOC
6	INAPGOC post the PVCs to the responsible organizations.	INAPGOC
7	Responsible organizations redistribute the PVCs to the accredited persons.	Responsible Organization
8	Overseas participants arrive in Jakarta within the entry period	INAPGOC/ Responsible Organization

9	INAPGOC will have Delegation Registration Meeting (DRM) with NPCs and finalize the accreditation list	NPCs
10	Participants visit to the Main Accreditation Center and other Accreditation Centers and have their PVCs validated. After being validated, the APGIACs become effective as an official certificate of the accreditation in the Indonesia 2018 Asian Para Games and guarantee the accreditation rights and privileges.	Responsible Organization

## 4.2 Distribution of the Accreditation Guide

INAPGOC Accreditation Team will distribute the Accreditation Package including the accreditation material to all responsible organizations in March 2018, the latest.

The Accreditation Guide and documents related to the accreditation will be available to download on the main page of the Online Accreditation System.

Accreditation package contains:

- The Indonesia 2018 Asian Para Games Accreditation Guide
- Compact Disk including soft copies of the accreditation document
- Organizational Consent Form
- Parental Consent Form
- Confirmation of Receipt Form

All responsible organizations are recommended to check the accreditation package and return the Confirmation of Receipt to INAPGOC via email or fax without delay. The original form has to be given to the INAPGOC Accreditation Team upon the posting of the Organizational Consent Form and Parental Consent Form.

### 4.3 Submission of the Online Accreditation Application

For the Games family accreditation, INAPGOC Accreditation Team will operate the Online Accreditation System from February, 2018 to May 30th, 2018.

The accreditation for the Indonesia 2018 Asian Para Games must be submitted under the accreditation responsible organization. Applications requested by the individuals are not valid.

INAPGOC Accreditation will arrange an alternative solution for the organizations that cannot use the Online Accreditation System.

Before the opening of the Online Accreditation System, the organizations will be given a username and password via an official letter. All responsible organizations are advised to change their password after initial connection. INAPGOC Accreditation will provide a soft copy of the Online Accreditation System User Manual.



The banner presented on the Games official website ([www.ina2018apg.id](http://www.ina2018apg.id)) will link up the website with the online accreditation system.

#### 4.4 Completion of the Accreditation Application Forms

Responsible Organizations have to complete the accreditation application via the Online Accreditation System until June, 30th, 2018. Pre-valid Cards will be issued only for the applicants whose accreditation submitted within the system operation period.

All information has to be correct and a standard sized photo along with a scanned identification document has to be uploaded to the accreditation system.

The information saved in the System will be passed to the Indonesian Immigration Department and will be reviewed in order to prepare the Indonesian visa waiver entry process.

- Applicants should enter the information using capital Latin letters (A-Z) and Arabic numerals (0-9). Special languages should be input to the application form as below table:

Origin letter	Alternative letter
N	N
Ü	U
Ä	O
Ø	O
Ä	A
Æ	AE
Ç	C
ß	SS
Ð	D
Þ	P
Å	A

- Necessary information to be entered is;
  - Family name
  - Given name
  - Date of Birth
  - Gender
  - Country of Birth
  - Nationality
  - Information of identification document
  - Address of residence
  - Responsible Organization Name
  - Accreditation Category and function

- Copy of Passport
  - Photo of applicant
  - Meal Preference
  - Important Medical Condition
- Additional information to be entered to the application form in relation to categories;

Category	Required information
APC**	Accreditation Number and name of the inviter
NPC**	Accreditation Number and name of the inviter
IPC**	Accreditation Number and name of the inviter
A-IF**, AF**, INAPGOC**, WADA**, AGOC**	Accreditation Number and name of the inviter
B-NF	Sports/Discipline
B-APC**, WADA**, NPC**, IF**, AF**, NF**, INAPGOC**	Accreditation Number and name of the inviter
C-NF	Sports/Discipline
D-IF/AF	Sports/Discipline
F-F, Fo (Team Official), Fx, Fp	Sports/Discipline



able to select the date and year from the calendar function in the Online Application Form.  
Format: Day/ Month/ Year (DD/MM/YYYY) e.g.)  
23/07/1987

③ Gender

Check only one of the genders.  
e.g.) Male  Female

④ Country of Birth

Applicant's country of birth should be entered  
e.g.) Republic of Indonesia

⑤ Nationality

Country of Nationality stated in the ID Document  
e.g.) Republic of Indonesia

⑥ ID Document Information

- Type of ID document

An applicant may choose only one type of ID document from the following list:

- General Passport
- Diplomatic Passport - Official Passport
- UN Issued ID
- Special Identification document for travel

- ID Number  
The number should be identical with that shown on the applicant's valid passport.  
e.g.) 1234567
- ID Expiry Date  
Expiry date of the applicant's Identification document must be identified with that shown on the ID document. Applicants are able to select the date and year from the calendar function in the online application form.  
Format: Day/ Month/ Year (DD/MM/YYYY)  
e.g.)25/12/2022  
\*Passport of the applicant must be valid until 6 Month after October 19th, 2018.

### ⑦ Current Address

Enter the current address with reference to below items.

- Country/region  
Country/region of current residence should be entered. e.g.) Republic of Indonesia
- City  
City of current residence should be entered.  
e.g.) Jakarta
- Address Details (Street and Building Number)  
Please enter detailed address of current resi-

dence, including street and building number.  
e.g.) Prof Dr Soepomo rd no 73, South Jakarta

⑧ Responsible Organization

Application forms submitted by the responsible organizations recognized by the APC are only accepted. Any application requested by individual applicants will be rejected.

e.g.) National Paralympic Committee of Indonesia

⑨ Accreditation Category and Function

Appropriate Accreditation category of the applicant and function should be selected. Applicants should refer to the accreditation category chart.

e.g.) F- Athlete

⑩ Name and Accreditation Number of inviter

Applicants whose function is accompanying guest should enter the inviter's name and accreditation number in the accreditation system.

⑪ Sports/discipline

Sports/discipline of participating athletes, technical officials and team officials should be selected

⑫ Scanned Identification Document.

To be used for the entry process into Indonesia, applicants' valid identification document

including passport or special ID document should be scanned and uploaded to the accreditation system.

### 13 Photo

Applicant's photo must be uploaded to the accreditation system.

For the entry process of Indonesia, submitted photos will be passed to the Indonesian Immigration Department to be used for information verification.

- Photo requirements
  - The photo must be taken within the last 6 months and in color.
  - The image format must be .jpg or .jpeg and size of the image should be between 100Kb and 300Kb.
  - The background of the photo should be either white or plain light blue. The boundary between a person and the background should be identifiable.
  - Head coverings, such as caps, hats, scarves and hair band, face mask and dark-tinted glasses are not permitted in a photo except for religious or medical reasons.
  - The applicant should submit a photo with face square on to the camera rather than



rotated or tilted with both eyes open and clearly visible.

- The photographs should be in sharp focus and clear and un-retouched with no smears or creases.

## 4.5 Deadline of the Accreditation submission

Deadline for the Indonesia 2018 Asian Para Games Accreditation is 23:59 June 30th, 2018. Responsible organizations will not be able to access to the online accreditation system after the deadline.

INAPGOC Accreditation has allowed a longer period due to the considerable amount of submissions that will be made for the Games. However, if applications are received after this point, applicants may not receive a Pre Valid APGIAC.

## 4.6 Corrections of Information in the Accreditation Application Forms

If the accreditation information needs to be revised after the accreditation submission, the organization should notify INAPGOC Accreditation to permit temporary access to the accreditation system via mail or fax.

Prior to the completion of the accreditation application, the organizations are able to add or amend the information.

## 4.7 Verification of Accreditation Information

INAPGOC Accreditation Team will send the Accreditation List to the accreditation responsible organizations after the accreditation deadline.

The Accreditation List contains the applicants' name, date of birth, category, function and other accreditation information. At the stage of the information verification, the submitted information that requires to be rectified will subsequently be informed in a separate document.

Pre-valid APGIAC will be produced on the basis of the accreditation completed before the submission deadline, May 30th, 2018. In regards to the Pre-Valid APGIAC for the NPCs, the Accreditation List containing Pre-Valid APGIAC recipients will be finalized through the Pre-Delegation Registration Meeting.

INAPGOC and accreditation responsible organizations will jointly make the information verification process of the accreditation applicants. The Pre-Valid APGIAC will be made after on the final confirmation.

## 4.8 Organizational Consent Form/ Parental Consent Form

All responsible organizations should submit two types of consent forms to the INAPGOC accreditation

- Organizational Consent Form (Submission deadline: 30 June 2018)

The purpose of the consent form is to signify the organization's assent that INAPGOC withholds the personal information of the participants collected during the accreditation process and provides accreditation applicants' information to Indonesian Immigration Department to be confirmed and approved entry eligibility of the participants coming from abroad. The original consent form should be submitted to INAPGOC Accreditation Team and the form is valid when it has signature and stamp of the organization's representative.

- Parental Consent Form (Submission deadline: 30 June 2018)

When the entry into and stay in Indonesia is planned for the Games participation of an accredited minor, whose age is under 18, until on the day of travel to Indonesia, the Parental Consent Form should be returned to INAPGOC irrespective of accompanying of the minor's parents or legal guardian. The consent form will be a proof that the parents or guardian agrees to allow the minor to stay in Indonesia and to delegate his/her right to the Chef de Mission of the delegation regarding their safety at the Games.

# PRODUCTION AND VALIDATION OF APGIAC



## 5. Production and Validation of APGIAC

### 5.1 Production and Distribution of the Pre-Valid APGIAC

Upon the confirmation of the accreditation responsible organization on the Accreditation List, INAPGOC Accreditation will issue the Pre-Valid APGIACs (PVCs). During July, 2018, the PVCs will be distributed to the responsible organizations.

The accreditation information of the overseas participants has to be reviewed and the eligibility to Indonesian entry needs to be approved by Indonesian Immigration Department. For such reasons, Applications that are made after the accreditation deadline may not accepted and subsequently not printed for the PVC Process.

Before being validated, the APGIAC remains as the Pre-Valid APGIAC and it only has the function of visa waiver for the participants entering Indonesia from overseas. The APGIAC holders should visit an Accreditation Center operated at the Games venues and complete the validation process by checking the identification document.

Responsible organizations should redistribute the PVCs to the participants and inform that the validation process is required to gain venue access.

## 5.2 Entry Visa Function of Pre-Valid APGIAC

The Pre-Valid APGIAC functions as a Indonesian Visa Waiver for the overseas participants is still under consideration of Indonesian Immigration offices as of the current version of this accreditation guide.

## 5.3 Validation of APGIAC

The participants should visit to the Accreditation Center and validate their Pre-Valid APGIAC to access Games Venues.

- Validation process of APGIAC

Phase	Action
1	PVC holders visit to the Accreditation Center
2	The participant shows his/her PVC and identification document and have their information checked
3	The participant completes validation process and access to the Games Venues

## 5.4 Reissuance of APGIAC

In the case of lost or damaged APGIAC, the concerned card holders should report to their responsible organization about the case and follow the procedure below for rebadging.

#### 5.4.1 Loss or damage of PVC before entry into Indonesia

In the event that the PVC is lost or damaged before entry into Indonesia, the card bearers should report it to their responsible organization, that should then notify INAPGOC by a report form.

INAPGOC Accreditation Team will cancel the relevant PVC be from the Accreditation System. Under no circumstances will such lost or damaged PVCs be revalidated after the cancellation.

After their arrival in Indonesia, the applicants may visit Main Accreditation Center or other Accreditation Centers and submit an application form for APGIAC reissuance.

#### 5.4.2 Loss or damage of validated APGIAC

If a validated APGIAC is lost or damaged, the APGIAC holder should report it to the responsible organization that must notify INAPGOC of the case in a reissuance request form. The concerned APGIAC will then be cancelled in the Accreditation System, after which such APGIACs will not be re-validated under any circumstances. The applicants need to visit to the Main Accreditation Center or other Accreditation Centers and complete the application form for card reissuance. Damaged APGIAC should be returned to the Accreditation Center before new APGIACs can be issued.

## 5.5 Passport Renewal before entry into Indonesia

If the passport of accredited applicant is renewed with the Games approaching, the responsible organization should inform INAPGOC of the applicant and changed information. INAPGOC Accreditation Team will support entry process for the responsible organization on a case-by-case basis. The participant whose passport is renewed is recommended to bear their old passport during the travel to Indonesia.



# NPC Team Official Accreditation



## 6. NPC Team Official Accreditation

### 6.1 Team Official

NPC Team Officials includes the delegation members in the area of administrative, medical, technical official for the participating sports of NPC and who reside in the Athletes' Village. Access rights will be different in accordance with the function.

### 6.2 Functions of Team Official

The below table contains classified functions of the team officials. INAPGOC Accreditation Team recommends NPCs to refer to the table and determine the Accreditation Categories.

Category and function of Team Officials				
B-NPC Chef de Mission	C-NPC Deputy Chef de Mission	F-Fo NPC HQ Staff	F-Fo Team Official	F-Fo Medical Personnel
Chef de Mission	Deputy Chef de Mission	Administration Staff of delegation	Team leader Coach Trainer	Team Doctor Physio therapist Other medical staff

### 6.3 Team Official Quota

The number of Team Officials allowed in each NPC delegation is determined as follows:

- One Chef de Mission
- One Deputy Chef de Mission for delegations where the number of athletes equals or exceeds 5
- Two Deputy Chef de Missions for delegations where the number of athletes equals or exceeds 201
- Three Deputy Chef de Missions for delegations where the number of athletes equals or exceeds 301
- Four Deputy Chef de Missions for delegations where the number of athletes equals or exceeds 401

In accordance with APC rules regarding Team Official quotas, the following table is used to determine the number of Team Officials allowed in delegation in relation to the number of athletes.

Number of Athletes	Chef de Mission	Deputy Chefs de Mission	Team Officials	Total
1-5	1	-	1	2
6-10	1	-	3	4
11-15	1	-	5	6
16-20	1	-	8	9
21-25	1	-	10	11
26-30	1	-	12	13

31-35	1	-	14	15
36-40	1	-	16	17
41-45	1	-	17	18
46-50	1	-	19	20
51-55	1	1	20	22
56-60	1	1	21	23
61-65	1	1	22	24
66-70	1	1	24	26
71-75	1	1	26	28
76-80	1	1	27	29
81-85	1	1	29	31
86-90	1	1	30	32
91-95	1	1	32	34
96-100	1	1	34	36
101-105	1	1	36	38
106-110	1	1	37	39
111-115	1	1	38	40
116-120	1	1	39	41
121-125	1	1	40	42
126-130	1	1	41	43
131-135	1	1	42	44
136-140	1	1	43	45
141-145	1	1	44	46
146-150	1	1	46	48
151-155	1	1	47	49
156-160	1	1	48	50
161-165	1	1	49	51
166-170	1	1	50	52
171-175	1	1	51	53

176-180	1	1	52	54
<b>Number of Athletes</b>	<b>Chef de Mission</b>		<b>Deputy Chefs de Mission</b>	
181-185	1		1	
186-190	1		1	
191-195	1		1	
196-200	1		1	
201-205	1		2	
206-210	1		2	
211-215	1		2	
216-220	1		2	
221-225	1		2	
226-230	1		2	
231-235	1		2	
236-240	1		2	
241-245	1		2	
246-250	1		2	
251-255	1		2	
256-260	1		2	
261-265	1		2	
266-270	1		2	
271-275	1		2	
276-280	1		2	
281-285	1		2	
286-290	1		2	
291-295	1		2	
296-300	1		2	
301-305	1		3	
306-310	1		3	

<b>Number of Athletes</b>	<b>Chef de Mission</b>	<b>Deputy Chefs de Mission</b>	<b>Team Officials</b>	<b>Total</b>
311-315	1	3	80	84
316-320	1	3	81	85
321-325	1	3	82	86
326-330	1	3	83	87
331-335	1	3	84	88
336-340	1	3	85	89
341-345	1	3	86	90
346-350	1	3	88	92
351-355	1	3	89	93
356-360	1	3	90	94
361-365	1	3	91	95
366-370	1	3	92	96
371-375	1	3	93	97
376-380	1	3	94	98
381-385	1	3	95	99
386-390	1	3	96	100
391-395	1	3	97	101
396-400	1	3	98	102
401-405	1	4	99	104
406-410	1	4	100	105
411-415	1	4	101	106
416-420	1	4	102	107
421-425	1	4	103	108
426-430	1	4	104	109
431-435	1	4	105	110
436-440	1	4	106	111

<b>Number of Athletes</b>	<b>Chef de Mission</b>	<b>Deputy Chefs de Mission</b>	<b>Team Officials</b>	<b>Total</b>
441-445	1	4	107	112
446-450	1	4	109	114
451-455	1	4	110	115
456-460	1	4	111	116
461-465	1	4	112	117
466-470	1	4	113	118
471-475	1	4	114	119
476-480	1	4	115	120
481-485	1	4	116	121
486-490	1	4	117	122
490-495	1	4	118	123
496-500	1	4	119	124
501-505	1	4	120	125
506-510	1	4	121	126
511-515	1	4	122	127
516-520	1	4	123	128
521-525	1	4	124	129
526-530	1	4	125	130
531-535	1	4	126	131
536-540	1	4	127	132
541-545	1	4	128	133
546-550	1	4	130	135
551-555	1	4	131	136
556-560	1	4	132	137
561-565	1	4	133	138
566-570	1	4	134	139

571-575	1	4	135	140
576-580	1	4	136	141
581-585	1	4	137	142
586-590	1	4	138	143
591-595	1	4	139	144
596-600	1	4	140	145
600+	1	4		24% of participating athletes

If the number of athletes in a delegation equals or exceeds 601, the official-to-athlete ratio will not be allowed to exceed 24%.

For example, the number of participating athletes is 800, the allocated team official quota will be 192.

In addition to the above, each NPC is entitled to add:

- One official for every sport where at least one male athlete is entered
- One official for every sport where at least one female athlete is entered.

\*Team Technical Official is not in the quota of NPC team officials

For each duly entered horse, two owners are able to be accredited. The Category for the horse owner is NPC F-Fo. Expenses to attend the Games should be covered by the horse owners.



## 6.4 Extra Official

Delegations which need to add more team officials are allowed to accredit extra officials within 50% of the participating athletes. NPCs expecting to register extra officials should have prior arrangement with INAPGOC before the submission deadline.

Full description of the prospective extra official's function and duty should be given to INAPGOC.

Only the following personnel will be considered to be accredited as extra officials:

- Coaches and Assistant Coaches
- Team Management Personnel
- Medical Personnel
- Village Support Personnel

\*Information of Accommodation Fee in Athletes' Village:  
PLEASE CONTACT INAPGOC FOR FURTHER INFO

## 6.5 P Accreditation

INAPGOC Accreditation will receive P Accreditation from those who are personal coach and training partner of the participating athlete of the NPC and will entitle only to access of the Training Venues of the specific sport.

P Accreditation Card holders do not belong to the NPC delegation. Only those NPCs quota of the 'Fo' accreditation has already been reached can apply for P categorized APGIACs.

P Cards cannot be transferred. P Card holders will not be able to use their cards to gain access to their own sport Training Venue if there is a formal competition event taking place in that venue.

P category personnel are not entitled to access to the Athletes' Village, unless they bear the Guest Pass given by their NPC according to the quota requirements.

Number of Team Official	P Card Quota	Number of Team Official	P Card Quota	Number of Team Official	P Card Quota
1-20	1	201-220	11	401-420	21
21-40	2	221-240	12	421-440	22
41-60	3	241-260	13	441-460	23
61-80	4	261-280	14	461-480	24
81-100	5	281-300	15	481-500	25
101-120	6	301-320	16	501-520	26
121-140	7	321-340	17	521-540	27
141-160	8	341-360	18	541-560	28
161-180	9	361-380	19	561-580	29
181-200	10	381-400	20	581+	30

# ACCREDITATION CENTER



## 7. Accreditation Center

INAPGOC Accreditation will operate eight Accreditation Centers including one Main Accreditation Center.

Location and function of the Accreditation Centers are explained below:

Accreditation Center	Location	Operation Period & Time	Customer Categories	Function
Jakarta Gelora Bung Karno Main Stadium Accreditation Center	Gelora Bung Karno Stadium	1 <sup>st</sup> October 2018 - 15 <sup>th</sup> October 2018 06.00 - 22.00	All categories	APGIAC Validation Reissuance of APGIAC Enquiry Service related to Accreditation
Main Accreditation Center	INAPGOC Headquarters Office / Athlete Village	1 <sup>st</sup> October 2018 - 15 <sup>th</sup> October 2018  24 Hr	All categories for APGIAC Production  INAPGOC operational staff and workforce (during the Games)	Production of AGIA C APGIAC Validation Reissuance of APGIAC Enquiry Service related to Accreditation
Jakarta International Airport Validation Counter	Designated area after immigration Offices	1 <sup>st</sup> October 2018 - 15 <sup>th</sup> October 2018  08:00~22:00 (before 1 <sup>st</sup> October) 24 Hr (After 1 <sup>st</sup> October)	APC, IPC, WADA, . IF/AF, S, G	APGIAC Validation Assistance of the visa waiver entry process

Venue Accreditation Offices	Games Venue	6 <sup>th</sup> October 2018 - 15 <sup>th</sup> October 2018 08:00~22:00	All Categories	APGIAC Validation Issuance of Day Pass Enquiry Service related to Accreditation
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