

GUIDELINES FOR FILLING BIODATA SYSTEM FOR RAC

Step1: Open the following link <https://rac.co.rw>

Step2: Go to online services and KIA access system.

Step3: Choose the type of access you want.

Step4: Click on register a new user

Step5: Properly fill the form (Registration Page) and then click Submit

- An automatic email will be sent to the email that you specified in the Registration form
- Log into your email and click the link that is sent to you from RAC system (It is a confirmation email)

Step4: Fill the Biodata form

- You can navigate through the form by clicking on the left menu (Employee information, Former employer, Family/Reference and Submit the application)

Step5: Click on The Submit, you will have a pop up window, select your Applicant Status and click submit.

Step6: Your application will then be processed

- Often log into the system to monitor your application in order to receive a badge
- If there is additional information needed by RAC with regards to your application, an alert from the system will be sent to you.

NB: For new applicants to the access at the Airport and Job Applicant at RAC, they have to fill the documents need for investigation.

those documents are: Identification Certificate, Residence Letter from Chief of Village (UMUKURU W' UMUDUGUDU), Medical Certificate, Criminal record.