



## Port Pass Application Form

Port Authority of Trinidad and Tobago

### Requirements to Obtain a Wharf Pass

#### NEW COMPANY REGISTRATION – HAULERS & BROKERAGE FIRMS

Documents required:

1. Application Letter on the company's letterhead and affixed with the company stamp addressed to the **Estate Security Superintendent** requesting access to the NAVIS N4 System and the IRS System Database.
2. VAT Registration Certificate (**if applicable**). If your company is not VAT Registered – please provide a letter from the Inland Revenue Office stating your current situation.
3. Certificate of Incorporation.
4. Letter on company's letterhead with a Specimen Signature and company stamp affixed.
5. **Please provide the ORIGINAL DOCUMENTS with ONE (1) COPY.**

#### COMPANY PERSONNEL REGISTRATION

**TRUCK DRIVER** – Documents required:

1. Review PPOS Vehicle/Hauler HSE Orientation: <http://www.patnt.com/content/384.pdf>
2. Complete PPOS Vehicle/Hauler HSE Orientation Questionnaire: <https://shorturl.at/jquU1>  
**Participant must have a 10/10 rank to qualify.** For any queries, the PPOS Health & Safety Department can be contacted at 623-2901 ext. 159, 191, and 196.
3. Complete the prescribed Port Pass Application Form, which is available at the end of this document: **Vehicle Registration Form (B)**.
4. Application Letter on the company's letterhead and affixed with the company stamp addressed to the **Estate Security Superintendent** requesting a Port Pass to be issued to the driver.
5. TWO (2) forms of **valid** National Identifications. E.g. Passport, Driving Permit and National Identification Card.
6. Proof of address no older than three (3) months. E.g. Utility Bills, Letter from a Financial Institution, Letter of authorization and Copy of ID from Landlord, etc.
7. Police Certificate of Character, not older than six (6) months.
8. **Please provide the ORIGINAL DOCUMENTS with ONE (1) COPY.**

**Please Note: All new applicants must produce a Police Certificate of Character.**

**The issuance of temporary personal passes is dependent upon the applicant renewing his/her Port Pass for the same employer and the previous Port Pass must not have expired more than a year. When applying, the applicant must tender the company letter, application form, and a copy of the Certificate of Character receipt.**

**VEHICLE REGISTRATION** - Documents required:

9. Complete the Vehicle Registration Application Form, which is available at the end of this document: **Vehicle Registration Form (B)**.
1. Company letter addressed to the **Estate Security Superintendent** requesting the Vehicle Port Pass, which must state the intended use of the vehicle.

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2. Valid Certificate of Insurance. For multiple vehicles, a letter from the insurance company listing the insured vehicles and the period of coverage will be accepted. Please note, this letter does not replace the Certificate of Insurance, which must be in the vehicle at all times.
3. Valid Vehicle Inspection Certificate.
4. Certified Copy of Ownership (**if not in the company name please provide letter from Transport Board showing proof of submission pending approval**). If **leased**, must provide letter indicating who is the owner and the period of time.
5. **There is no provision for temporary truck passes.**
6. **Please provide all ORIGINAL DOCUMENTS with ONE (1) COPY.**

### **CUSTOMS BROKER, CUSTOMS CLERK and BOARDING CLERK PORT PASS REGISTRATION -**

Documents required:

1. Review PPOS Visitor/Contractor HSE Orientation: <http://www.patnt.com/content/383.pdf>
2. Complete PPOS Visitor/Contractor HSE Orientation Questionnaire: <https://shorturl.at/kyEQ6>  
**Participant must have a 10/10 rank to qualify.** For any queries, the PPOS Health & Safety Department can be contacted at 623-2901 ext. 159, 191, and 196.
3. Complete the prescribed Port Pass Application Form, which is available at the end of this document.
4. Application Letter on the company's letterhead and affixed with the company stamp addressed to the **Estate Security Superintendent** requesting a Port Pass to be issued to the driver.
5. Letter of Authorization from the Company addressed to the Estate Security Superintendent.
6. Letter of Authorization for Apprentice Clerk must include the Apprentice Clerk's Supervisor e.g. Customs Clerk Grade 1, 2, 3 or Broker, and a Specimen signature of applicant along with copies of the Supervisor's Customs License, Port Pass and National Identification Card. This letter must be approved by the Cargo Accounts Office.
7. One (1) form of National Identification.
8. Proof of address no older than 3 months. E.g. Utility Bills, Letter from a Financial Institution, Letter of authorization and Copy of ID from Landlord, etc.
9. Police Certificate of Character, not older than 6 months.
10. If there is a change of employer, the Port Authority of Trinidad and Tobago and the Customs Brokers Board must be notified. The applicant shall tender that notice together with the acknowledgement by Customs Brokers Board.
11. **The issuance of temporary personal Port Pass is dependent upon the applicant renewing for the same employer and the previous Port Pass must not have expired more than a year. When applying the applicant must tender the company letter, application form and a copy of the Certificate of Character receipt.**
12. **Please provide all ORIGINAL DOCUMENTS with ONE (1) COPY.**

### **SHIPPING AGENTS/SHIP CHANDLERS (temporary pass)**

1. Letter of Authorization from the Company addressed to the Estate Security Superintendent. The letter must outline the purpose of the visit. Additionally, a list all the items / persons seeking ENTRY or EXIT, e.g. on signers/off signers, transport personnel, ship stores and spares, bunkering,

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technicians, and surveyors **is mandatory**. Failure to provide this can lead to access being denied to the Port's facilities.

2. Approval from the Customs and Exercise Division to conduct the transaction. Please note this approval does not mean mandatory entry to the Port Facility. Access can be denied based on the Authority's Security and Safety Regulations.
3. Please be reminded that the Port Authority of Trinidad and Tobago and the Customs and Excise Division are separate agencies. As such, written requests are to be made **in duplicate** to each agency and addressed as follows:

**Estate Security Superintendent**  
**Port Police Department**  
**Port Authority of Trinidad of Trinidad and Tobago**  
**Dock Road, Port of Spain.**

**Tide Surveyor**  
**Customs and Excise Division**  
**Cruise Ship Complex**  
**Dock Road Port of Spain**

### CONTRACTORS AND SERVICE PROVIDERS

13. Review PPOS Visitor/Contractor HSE Orientation: <http://www.patnt.com/content/383.pdf>
14. Complete PPOS Visitor/Contractor HSE Orientation Questionnaire: <https://shorturl.at/kyEQ6>  
**Participant must have a 10/10 rank to qualify.** For any queries, the PPOS Health & Safety Department can be contacted at 623-2901 ext. 159, 191, and 196.
15. Complete the prescribed Port Pass Application Form, which is available at the end of this document: **Individual Port Pass Application Form (A)**.
16. Application Letter on the company's letterhead and affixed with the company stamp addressed to the **Estate Security Superintendent** requesting a Port Pass to be issued to the driver.
17. Letter of Authorization from the Company addressed to the Estate Security Superintendent. The letter must outline the purpose of the Port Pass.
18. TWO (2) forms of **valid** National Identifications. E.g. Passport, Driving Permit and National Identification Card.
19. Proof of address no older than three (3) months. E.g. Utility Bills, Letter from a Financial Institution, Letter of authorization and Copy of ID from Landlord, etc.
20. Police Certificate of Character, not older than six (6) months.
21. If Applicable, approval from the Customs and Exercise Division to conduct the transaction. Please note this approval does not mean mandatory entry to the Port Facility. Access can be denied based on the Authority's Security and Safety Regulations.
22. Port Passes for contractors and service providers who access the Port more than five times per month or more than twelve (12) times per calendar year may be issued Port Passes, subject to the approval of the Estate Security Superintendent.
23. **Please provide all ORIGINAL DOCUMENTS with ONE (1) COPY.**



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### Approval Process:

The issuance of a photo identification Port Pass will be contingent upon the successful completion of a fingerprint based criminal history background check (Police Certificate of Character).

Persons who within the past seven (7) years have been convicted of any of the below itemized charges, **SHALL NOT** be issued a Port Pass.

**Treason, Murder, Manslaughter, Terrorism, Cyber Offences, Espionage, Sexual Offences, Kidnapping, Breaking Offences, Robbery, Theft, Burglary, Arson; Aggravated Assault; Aggravated Battery; Piracy; Receiving Stolen Property; Possession and Trafficking of Dangerous Drugs; Fraud or Misrepresentation; Unlawful Possession, Money Laundering, Possession of illegal or use of any Weapon, Firearm, Explosive or any violence crime.**

1. Having a conviction for any similar offences under the laws of Trinidad and Tobago or another jurisdiction or conviction for any conspiracy to commit any of the listed offences shall not be qualified for a Port Pass.
2. The Estate Security Superintendent (ESS) shall issue a Port Pass after the Port Authority of Trinidad and Tobago is satisfied that the applicant has submitted a complete application package and all necessary background checks are satisfactory.
3. Once approved, the costs for the personal Port Pass is TT\$100.00 (vat inclusive), and TT\$50.00 (vat inclusive) for a Vehicle Port Pass, which must be paid at the Cargo Accounts Cashier.
4. A Picture Port Pass is valid for (1) year from date of issue, and a Vehicle Port Pass is valid for a calendar year, i.e. until the 31/12/ of the year applied.
5. The making of a false statement on the application form for any Port Pass shall result in the applicant's disqualification for a period of up to three (3) years or for the lesser period of two (2) years subject to the discretion of the Estate Security Superintendent, and on the condition that the second application is accompanied by an Affidavit.
6. Port Passes are to be worn at all times while the user is transacting business within the controlled areas on the Port of Port of Spain and Scarborough and is limited to assigned duties at designated areas.
7. Vehicle Port Pass must be placed on the upper left windscreen of the vehicle.
8. The Port Authority reserves the right to deny, suspend, and revoke a Port Pass at any time without notice.
9. Non-nationals must legally land in Trinidad and Tobago and have a valid work permit issued by the Trinidad and Tobago Immigration Department.
10. Port Passes are the property of the Port Authority of Trinidad and Tobago.

### Changes in Application Details:

1. **It is mandatory** that Port Pass holders report any changes in data on their application for a Port Pass in writing to the Estate Security Superintendent Port within thirty (30) days.
2. Failure to report such changes within the time provided or making a false statement in any changes to the information submitted constitute grounds for suspension of the use of the Port Pass.
3. The employer must notify the Estate Security Superintendent in writing within five (5) working days of an employee who is no longer employed with his company.



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### Lost, Transfer, Alteration or Possession of Altered Port Pass:

1. No person shall Forge, Copy, Alter, and Transfer or Lease any Port Pass issued by the Port Authority of Trinidad Tobago.
2. Port users found with any Forged, Altered, Obliterated, or Transferred Port Passes will be arrested and prosecuted according to law.
3. Lost or stolen Port Passes must be reported immediately to the Port Police Department and to the nearest District Police Station.
4. Lost or stolen Port Passes and Vehicle Port Passes will be replaced after being reported to the Port Police Department and on submission of an affidavit and Police report form. The reapplication costs are TT\$100.00 for the Port Pass and TT\$50.00 for the Vehicle Port Pass.

### Renewal:

1. Applicants can renew their Port Passes by completing the prescribed form mentioned in the Application Process before the expiration of their current Port Passes.
2. Expired Port Pass must be submitted with the new application. All Port Passes must be accounted for regardless if it is valid or expired.
3. Applicants will be given a grace period of one (1) year after their Port Pass expired to renew same. All applicants outside this period shall not be issued temporary passes to conduct business on the Port Facility.
4. Port Pass holders must adhere to the Port Authority of Trinidad and Tobago's Regulations, Safety and Security procedures, and obey all instructions given from a Port Police Officer and other authorized Port employees while on the Port Facility.
5. Any refusal to adhere to the regulations of the Port Authority of Trinidad Tobago and or any deviation thereof shall result in immediate termination and withdrawal of the Port Pass.

The Port Authority of Trinidad and Tobago reserves the right to amend these terms and conditions from time to time.

The Wharf Pass Office is opened Monday to Friday from 7 am to 4 pm, except on Public Holidays and located at the Port Police Headquarters, Dock Road, Port-of-Spain.

For further information, please contact the Wharf Pass Office @ 623-2901 Ext. 267, email [securitywharfpas@patnt.com](mailto:securitywharfpas@patnt.com).



# Port Pass Application Form

## Port Authority of Trinidad and Tobago Individual Port Pass Application Form (A)

Name of Company			
Company Registered Address			
Last Name			Gender – M <input type="checkbox"/> F <input type="checkbox"/>
First Name	Middle Name		
Address			
City/Area	Email:		
Phone (Home)	Drivers Permit #	I.D. #	Passport #
Phone (Work)			
Phone (Cell )	Issue Date:	Expiry Date:	
Occupation:	Clerk/Broker # (If Applicable)		

<p><b>COMPANY AUTHORIZATION</b> (If Applicable)</p> <p>Manager Signature _____</p> <p>Manager Responsible _____ (IN BLOCKED LETTERS)</p> <p>Date ____/____/____ (DD/MM/YY)</p> <p>Applicant Signature _____</p>
<p><b>COMPANY STAMP</b></p>

<p><b>FOR OFFICIAL USE – TO BE COMPLETED BY PORT POLICE PERSONNEL</b></p> <p>Status: Approved <input type="checkbox"/> Denied <input type="checkbox"/></p> <p>If denied, state reasons:</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>Signature Of Officer _____</p> <p>Wharf Pass No. _____</p> <p>Date ____ / ____ / ____ (DD/MM/YY)</p>
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Please provide the following **ORIGINALS** with **COPIES**:

1. Letter addressed to **Estate Security Superintendent.**
2. Two (2) forms of National Identification.
3. Customs/Brokers License # as required.
4. Certificate of Character.
5. Proof of address

**NOTE: ALL APPLICANTS MUST PROVIDE ORIGINAL & COPIES.**



# Port Pass Application Form

## Port Authority of Trinidad and Tobago Vehicle Registration Form (B)

Last Name			Gender – M <input type="checkbox"/> F <input type="checkbox"/>
First Name		Middle Name	
Address			
		City/Area	
Phone (Cell)		Phone (Home)	
Drivers Permit #		Issue Date:	Expiry Date:
Name of Company			
Company Registered Address			
Off. Tel #:		Fax #:	Email:

Vehicle Reg. #	Date of Inspection (DD/MM/YY)	INSURANCE INFORMATION		
		Insurance Company Name	Policy No.	Policy Expiry Date

<p><b>COMPANY AUTHORIZATION</b> (If Applicable)</p> <p>Manager Signature _____</p> <p>Manager Responsible _____</p> <p>Date ____/____/____ (DD/MM/YY)</p>	<p><b>COMPANY STAMP</b></p>
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<p><b>FOR OFFICIAL USE – TO BE COMPLETED BY PORT POLICE PERSONNEL</b></p> <p>Signature Of Officer _____</p> <p>Vehicle Sticker No. _____</p> <p>Date ____ / ____ / ____ (DD/MM/YY)</p>
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Please provide the following **ORIGINALS** with **COPIES**:

1. Company letter addressed to the Estate Security Superintendent
2. Valid Vehicle Insurance
3. Vehicle Certified Copy
4. Inspection Certificate

**NOTE: ALL APPLICANTS MUST PROVIDE ORIGINAL & COPIES.**