

PORT PASSES

Personal and/or Vehicle Sticker Pass (1 Year)

This category of Pass is generally issued to:-

- Shipping Agents
- Customs Brokers
- Truckers
- Companies providing contracted services to the Port Authority of Trinidad & Tobago.

1. Application Process

An applicant will complete the Application Form(s) [[S1 Port Pass](#) & ([S2 vehicle registration](#) if applicable)] and submit together with the under mentioned documents to PATT Official for approval at the Port Authority Wharf Pass Office.

Application Forms are available at the Port Authority Wharf Pass Office, Dock Road, Port of Spain and Police Charge Room, Port of Scarborough, Tobago between **8:00am and 3:00pm Monday to Friday**. Completed forms are to be submitted at the same location and time.

Required Documents:-

- One (1) form of valid Identification. e.g. National Identification Card, Passport or Driver's Permit.
- Broker/Customs Clerk License as required.
- Police record of Good Character issued no more than six (6) months prior to the date of application.
- Copy of Vehicle Insurance.
- Valid Driver's Permit for issue of Vehicle Sticker Pass.

2. Approval Process

i. The issuance of the photo identification Port Pass by the Port Authority will be contingent upon the successful completion of a fingerprint based criminal history background check. Persons who have within the past seven (7) years been convicted of any of the below stated charges, **SHALL NOT** be issued a Port Pass.

Aggravated Assault, Aggravated Battery, Any Violent Crime, Arson, Breaking Offences, Burglary, Fraud or Misrepresentation, Kidnapping, Manslaughter, Murder, Piracy, Possession of Narcotics, Possession or Illegal use of any Weapon or Firearm, Receiving Stolen Property, Robbery, Sexual Offences, Smuggling, Theft, Trafficking of Drugs, Treason.

Any conviction for any similar offences under the laws of Trinidad and Tobago or another jurisdiction; or conviction for conspiracy to commit any of the listed offences **SHALL PROHIBIT** qualification for a Port Pass.

ii. The Estate Security Superintendent (E.S.S.) shall issue a Port Pass after the Port Authority is satisfied that the Applicant has submitted a complete application package and all necessary background checks are satisfactory.

iii. Once approved the Applicant pays the sum of **\$100.00 T.T.** (VAT inclusive) for the personal pass and/or **\$50.00 T.T.** (VAT inclusive) for Vehicle Pass. Passes are valid for **one (1) year** from the date of issue unless cancelled by the Port Authority or surrendered prior to the end of the year.

iv. The making of a false statement on the application for a Port Pass shall result in the non-issue of a Pass and the Applicant's disqualification for a period of up to three (3) years from being issued a pass or for a 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.

v. The Port Pass is to be worn at all times while the user is transacting business on the Port of Port of Spain and Port of Scarborough.

vi. The Vehicle Pass must be placed on the upper left windscreen of the vehicle.

vii. The Port Authority reserves the right to deny, withdraw/or suspend the use of a Port Pass/Vehicle Pass at any time without notice.

3. Changes in Application Details

i. A Port Pass holder must report in writing to the Port Authority within thirty (30) days of any changes in data on the application for a Port Pass.

ii. Failure to report such changes within the time provided or the making of a false statement in any changes to the information submitted shall constitute grounds for the Port Authority to suspend the use of the Port Pass.

iii. The Employer must notify the Port Authority within five (5) working days if his agent, representative or the trucker is no longer in the employ of his company.

iv. No Person shall forge, copy, alter, transfer or lease any Port Pass issued by the Port Authority.

v. Port Users are strictly prohibited from having in their possession any forged, altered, obliterated or transferred Port Pass.

vi. Prohibited acts will be considered as criminal offences and the appropriate charges shall be laid accordingly.

vii. Lost or Stolen Port Passes must be reported immediately to the Port Police Department and the nearest State Police Station where such loss occurred.

viii. Lost or Stolen Port Passes shall be replaced after thirty (30) days of such loss being reported to the Port Police Department. A copy of the police report and relevant affidavit must accompany the replacement application.

5. Renewal

i. The Port Pass and Vehicle Pass are valid for one (1) year. Upon the expiration of this period a Port User can renew his Pass by completing the prescribed Form under Application Process.

ii. The expired Pass must be submitted with the new Application Form.

6. Adherence to Regulations

i. All Port Users and/or their vehicles must operate within the regulations of the Port Authority of Trinidad and Tobago.

ii. By applying for a Port Pass/Vehicle Pass, the Applicant agrees to abide with the Port Authority's Regulations, Safety Procedures and all or any other instructions that may from time to time be issued by the Port Police Department and/or the Authority's authorized employees.

iii. Any refusal to adhere to the Regulations of the Port Authority and/or any deviations thereof shall result in the immediate termination/withdrawal of the Port Pass/Vehicle Pass.

iv. Failure to adhere to the said Regulations, Safety Procedures and any other instructions that may be issued shall result in the immediate termination/withdrawal of the Port Pass/Vehicle Pass.

v. Upon such action being taken by the Port Authority, the Port User and/or their vehicles shall be strictly barred from being issued another Port Pass before the expiration of a three (3) year period commencing from the date of revocation of the Port Pass.