

## PORT AUTHORITY OF TRINIDAD AND TOBAGO



## REQUIREMENTS TO OBTAIN A PORT 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 I.R.S. 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. Complete the Port Pass Application Form, which is available @ <http://www.patnt.com>.
2. 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.
3. TWO (2) forms of valid National Identifications. E.g. Passport, Driving Permit and National Identification Card.
4. Proof of address. E.g. Utility Bills, Letter from a Financial Institution, Landlord, etc.

5. Police Certificate of Character, not older than 6 months.
6. Must undergo Port Safety Orientation, which is conducted on Mondays at 10:00 am at the Port Safety Department (623-2901 ext 159, 191, 196).
7. Two (2) passport size pictures are required for the Port Safety Orientation for first time applicant and renewal.
8. **Please provide the ORIGINAL DOCUMENTS with ONE (1) COPY.**

**Please Note: All new applicants must produce the Police Certificate of Character and Port Safety Orientation Card.**

**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:**

1. Complete the Vehicle Registration Application Form, which is available @ <http://www.patnt.com>.
2. Company letter addressed to the **Estate Security Superintendent** requesting the Vehicle Port Pass, which must state the intended use of the vehicle.
3. Valid Certificate of Insurance. A letter from the insurance company listing the insured vehicles and the period of coverage will be accepted.
4. Valid Vehicle Inspection Certificate.
5. 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.
6. **There is no provision for temporary truck passes.**
7. **Please provide the ORIGINAL DOCUMENTS with ONE (1) COPY.**

**CUSTOMS BROKER, CUSTOMS CLERK and BOARDING CLERK PORT PASS  
REGISTRATION - Documents required:**

1. Complete the Port Pass Application Form, which is available @ <http://www.patnt.com>.
2. Letter of Authorization from the Company addressed to the **Estate Security Superintendent**.
3. 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.
4. One (1) form of National Identification.
5. Proof of address. E.g. Utility Bills, Letter from a Financial Institution, Landlord etc.
6. Police Certificate of Character, not older than 6 months.
7. 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.
8. **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.**
9. **Please provide the ORIGINAL DOCUMENTS with ONE (1) COPY.**

**SHIPPING AGENTS/SHIP CHANDLERS (temporary passes)**

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

## **CONTRACTORS AND SERVICE PROVIDERS**

1. Complete the Port Pass Application Form, which is available @ <http://www.patnt.com>.
2. Letter of Authorization from the Company addressed to the Estate Security Superintendent. The letter must outline the purpose of the Port Pass.
3. TWO (2) forms of valid National Identifications. E.g. Passport, Driving Permit and National Identification Card.
4. Proof of address. E.g. Utility Bills, Letter from a Financial Institution, Landlord, etc.
5. Police Certificate of Character, not older than 6 months.
6. Must undergo Port Safety Orientation, which is conducted on Mondays at 10:00 am at the Safety Department (623-2901 ext 159, 191, 196).
7. Two (2) passport size pictures are required for the Port Safety Orientation for first time applicant and renewal.
8. 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.
9. Port Passes for contractors and service providers who access the Port more than five times per month or more than 12 times per calendar year may be issued Port Passes, subject to the approval of the Estate Security Superintendent.
- 10. Please provide the ORIGINAL DOCUMENTS with ONE (1) COPY.**

### **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 Ports 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. Port Pass holders must report in writing to the Estate Security Superintendent Port within thirty (30) days any changes in data on their application for a Port Pass.

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.

**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, 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 [securitywharfpass@patnt.com](mailto:securitywharfpass@patnt.com).