



BRITISH VIRGIN ISLANDS PORTS AUTHORITY

Port ID Card (PIC)

Application Form



Have you ever

applied for	received	been denied

 a Port Pass?

applied for	received	been denied

New P.I.C	Replace (lost)	Renewal

If yes, where and when? _____

Applicant Information

Surname		Given Names & Initials		Date of Birth	Gender
Residential Address		City		Country	Postal Code
Mailing address if different from above		City		Country	Postal Code
Home Telephone		Cell Phone		Email Address (for advanced notification of pass expiry)	
Height	Eye Colour	Social Security #	Work Permit #	Signature	Location to be Used

Company Information

Company Name			
Company Address	City	Country	Postal Code
Company Phone	Company Fax	Company Email	
Job Title			

ISSUING OFFICER USE ONLY (DO NOT FILL IN UNTIL REQUESTED)

Applicants acknowledgement Signature <i>(do not sign until instructed)</i>		Date		
Issuing User Agency Name		Approved	Deferred	Denied
Issuing access control Officers Signature		Date		
Date of Issue	Special Access Privileges <i>(Controlled or Restricted Zones)</i>			
List of Two, Valid Piece of Personal Identification Documents <i>(one must be photographic)</i> and Expiry Dates				
1.				
2.				
Card Number	Access Group		Date	
	Issue Date	Last Card Number	Expiry Date	
Approved Location/s to be Used:	Cruise Pier <input type="checkbox"/>	Port Purcell <input type="checkbox"/>	Road Town Jetty <input type="checkbox"/>	

Conditions of Issue

I hereby agree to comply with these conditions of issue and agree that my contravention thereof may result in the revocation of my Port ID Card.

Use the PIC and/or key only during the performance of my assigned duties and personally responsible for their safekeeping.

- a) Do not transfer, lend or borrow any PIC or key or facilitate access to port lands by a person who does not have a valid facility access or visitor permit in their possession.
- b) Do not deliberately alter damage, destroy or reproduce a PIC or key.
- c) Immediately report the loss or misplacement of a PIC or key issued to me to both the security operations centre and the issuing user.
- d) Display a PIC above your waist at all times while on duty at a BVI Ports Authority Facility.
- e) Produce the PIC or key issued to me immediately upon demand by the BVI Ports Authority, Port Security, a law enforcement officer, employer or user representative.
- f) Surrender the PIC or key issued to me immediately upon demand by BVI Ports Authority or when my employment ceases or when my access approval expires, has been revoked or suspended or upon demand by the issuing facility manager or access control officer.
- g) Notify the issuing user and/or access control officer immediately of changes to any and all of the information contained within or otherwise relevant to this application.
- h) The issuing User Agency undertakes not to communicate the personal information provided by you to third parties with your consent, with the exception of the BVI Ports Authority and to businesses and terminals in and around the port of BVI, solely for security clearances purposes, and except for the limited exclusion described below.

The information collected may be disclosed without your consent if the recipient of the information is required by law to disclose, including a subpoena, warrant or court order and compliance with the applicable privacy laws such as *Personal Information Protection and Electronic Documents Act*, and *Privacy Act*. You can change or remove the information at any time by contacting the Issuing User Agency and returning your issued PIC.

If you agree to the conditions of issue listed above, please print your name and sign in the space provided:

NAME (PRINT)

SIGNATURE AND DATE

Thank you for keeping BVI Ports safe.



BRITISH VIRGIN ISLANDS PORTS AUTHORITY

PROCEDURES FOR ATTAINING A PORTS ID

Port Access Cards for BVI Ports Authority Port and Terminal Access

1. Effective immediately, each individual requiring access to various Port and/or Terminal facilities must present a valid port issued access card.
2. Please note that while the British Virgin Islands Ports Authority will be issuing the Port Access Cards, the privilege of access to port property and the facilities within the port's jurisdiction will be left at the discretion of the port. The British Virgin Islands Ports Authority cannot be held responsible if you are denied access.

Please read through this list of requirements.

- Employees should consult their company management regarding obtaining a port pass. Employers please refer to items 1 through 10.
 - Independent self employed contractors or sole proprietorships should refer to items 1 through 10.
 - Where your company has been contracted as a second party service to perform services/delivery to a facility/business and/or vessel at the Port then the primary contracting company must issue a sponsorship letter, see item 4. The secondary company providing the service/delivery to the port site shall in turn refer to items 1 through 7 and obtain their letter of sponsorship from the primary contracting company.
 - All passes issued are for individuals and will be personalized photo ID. Passes may not be shared or transferred amongst employees and no "Company" or common passes will be issued.
 - For many, if you are conducting business with more than one facility/company on the port please follow items 1 through 6.
1. Applicants are required to present two pieces of government issued personal identification when presenting their application form to the issuing agency. One piece of identification **MUST** be a primary piece of identification consisting of a recent photograph. An acceptable piece of primary identification is, a valid:
 - Driver's License
 - Passport
 - Residence Card
 2. A secondary piece of identification may consist of:
 - Birth Certificate
 - Work Permit
 - Social Security Card
 3. The following are **NOT** acceptable pieces of identification:
 - Personal Bank Card
 - Social Insurance Card
 - Credit Card
 - Interim Driver's License
 4. You will be refused a pass if the appropriate identification noted above in items 1 and 2 are not produced.
 5. *Sponsorship Letter:* A company and/or sole proprietorship who picks up or delivers goods or services within the Port must request a sponsorship letter, on company letterhead, from the facility or company with whom they conduct business. This letter must state the duration of the contract and be signed by an authorized signatory of the sponsoring company. Only one letter of sponsorship is required and may be from the company with which most of the business transactions are done. If business is conducted with only one facility/company, then a letter of sponsorship will be required from that particular company.

6. *Company Identification:* A letter is also required from the company/business who is delivering goods and/or services to a business on the Port. This letter must be produced on your company letterhead and must include the full names of those employees who are delivering the goods and/or services on behalf of your company/business. An authorized signatory of your company/business must sign the letter.
7. If you fall in the category of the BVIPA as the issuer of your pass please fax your company information, the nature of your business on the port and the names of those employees who will require a pass (item 5). You will be contacted to arrange a date and time to come in to obtain your pass.
8. If you conduct business infrequently on the port for **less than 6 times per month** then you will not qualify for a port pass. In this instance you will be considered a **“Visitor”** and will be required to show the identification listed in items 1 and 2 states the nature of your visit and destination before entry is permitted. This will continue to be in effect permanently. A cautionary note in this instance, where you do not have a port pass in the event of heightened security requirements, you may experience delay in entry, or be denied entry.
9. If you are visiting a business or facility at the port and do not have a port pass, #8 above will apply and you may be issued a *“Visitor”* pass at your destination.

10. Payment is accepted in the form of cash or cheque to the British Virgin Islands Ports Authority. Cost:

1. **\$35.00**
2. **\$50.00 (*Lost, Damage or Stolen*)**

11. To renew an expired Pass:

- a) Please ensure that your company has a current **sponsorship letter**, as well as an up to date **employee list**. Sponsorship letters are considered valid for approximately one year after being issued or for each cruise ship season.
- b) Phone the British Virgin Islands Ports Authority 284•494•3435 to set a **renewal appointment**.
- c) On date you submit the application form, you are also required to present the same items as needed for original appointment as listed above (10) as well as the expired pass.

If renewing and you still have your expired card, the charge is:

- ◆ \$15.00 Renewal

For any questions regarding the above information, please contact the British Virgin Islands Ports Authority at 284•494•3435 or email: bviports@bviports.org