



February 11, 2016

Notice: Revised Application Process for Port Metro Vancouver-issued Port Passes

Effective Monday, February 15, 2016, please refer to the following instructions to obtain a new or replacement Port Pass from Port Metro Vancouver:

Step 1. **Sponsoring organization** to send an email request for a Port Pass to the Port Metro Vancouver Port Pass Office at port.pass@portmetrovancover.com.

The email must include a table listing pertinent information on the individual(s) in the format as shown. The Port Pass Office will review the information provided and verify the sponsorship.

Today's Date:	<insert date>
Sponsoring Organization:	<Please enter Sponsoring Organization>
Sponsor Contact Name:	<Sponsor name>
Sponsor Contact Tel:	<Sponsor telephone>
Sponsor Contact Email Address:	<Sponsor's email address>

MANDATORY INFORMATION FOR SPONSORSHIP							
Legal Surname	Legal Given Name(s)	Date of Birth	Height	Eye Colour	Sponsorship Expiry Date	Marine Transportation Security Clearance Required?	Individual's Email Address
		Please use yyyy-mm-dd format	Please use 'cm' format		Note: Date can not be longer than six (6) years from sponsorship date (use yyyy-mm-dd format)	Please answer Yes/No	If not available, a corporate email address may be used
			cm				
			cm				
			cm				

Step 2. **All individual applicants** to complete online Port Pass application.

Link: <https://ppmp.portmetrovancover.com/Application>

Note: In the "Intended Publisher" section of the application (Step 3 of 3), please make sure that "Port Metro Vancouver" is selected from the drop-down list.

Port Pass Application -- Other Info (Step 3 of 3)

Application Type: --

Intended Publisher: --

Identification Type: Port Metro Vancouver (circled), Port Pass Office

Identification Number: Identification Number

Step 3. Once the sponsorship and application information are verified and matched, an email will be sent to the applicant with instructions for booking a Port Pass appointment online at pmv.simplybook.me.

Note: Port Pass appointments are available in 30-minute intervals on Tuesdays & Wednesdays (9am-12pm) and Thursdays (1pm-4pm). A separate appointment is required to apply for a Marine Transportation Security Clearance.