

PORT AUTHORITY OF THE CAYMAN ISLANDS

Guidelines for Obtaining a Port Authority ID

Persons who have been authorized to conduct business on the Port Authority's properties need to obtain a Port Authority ID. Before trying to obtain a Port Authority ID, please review the following terms and conditions:

- 1) As per Section 72 of the Port Regulations, it is an offence to solicit or carry on any business on the Authority's property without first obtaining permission from the Port Director.
- 2) As per Section 101 of the Port Regulations, the Port Director may require labourers and visitors within a Port area to wear identification badges.
- 3) Only companies who have been previously authorized by the Port Director to operate at the Port will have IDs issued to its employees. Companies who wish to solicit or carry on business at the Port need to submit an application in writing to the Port Director.
- 4) The IDs are the property of the Port Authority and must be relinquished upon request by the Port Director or those designated by him or upon termination of the ID holder's employment with the company under which the ID was issued. The ID will be automatically revoked due to misuse or breach of the Port Authority's Law and regulations, or any conduct that threatens the safety of the Port and its users.
- 5) The ID must be clearly displayed at all times while on the Port Authority's property.
- 6) IDs are valid for particular areas of the Port and may only be used for access to those areas. Those found without authority in areas not covered by their ID may have their ID revoked.
- 7) Normally, only 1 ID will be issued to each individual who applies. Those who work for 2 or more different companies operating on Port property may be considered for a second ID depending on the circumstances and should see the Port Facility Security Officer.
- 8) The Port Authority reserves the right to conduct background checks with Police and Immigration on all individuals authorized or seeking to work at the Port, or those who are seeking to work at the Port Authority. Individuals may also be required to submit a Police Clearance prior to being authorized to work at the Port Authority or on its facilities.
- 9) Port Authority IDs are valid for a period of 1 year from the date of issue. Expired IDs are invalid and must be renewed before continuing to operate at the Port.

IDs for New Personnel

Companies authorized to operate on the Port Authority's properties who require IDs for new personnel must either send a representative, a letter, or email advising that the person they require an ID for works for their company, their job title and what their function will be whilst on Port property.

New taxi operators who have had their taxi licences for at least one year must first apply for and be granted permission to operate at the Port. Application forms can be obtained upstairs the Port Authority's administration Building on Harbour Drive, or downloaded from our website. Those not approved will be placed in a queue and during the month of November each year, the Port Authority will assess the anticipated cruise factors for the year ahead in conjunction with the seats currently available to decide whether any increases are required to the transportation factor. Any increases will result in those who are on the list being selected on a first come first selected basis. All taxi operators must have approval to operate at the Port Authority before applying for an ID.

The following items are required before the ID is printed:

- Payment of the \$5.00 CI fee. The payment can be made upstairs the Port Authority's administration Building on Harbour Drive and covers the cost of printing the ID.
- Photo ID – either a driver's license or passport will be accepted. This must be produced at the time of payment of the \$5.00 fee upstairs the Port Authority's administration Building on Harbour Drive.
- Letter from your employer on company letterhead, or email, or personal appearance by a company representative, detailing your name and position and what job you will be performing on Port Authority's property (this is not required for taxi operators). Please note that IDs will only be considered for pre-approved companies (see above).
- Taxi operators must bring their application approval letter and their current valid taxi permit and vehicle documents.

Renewals

If you are already in possession of a Port Authority ID that has expired, you will need to get the ID renewed before continuing to operate at the Port Authority. To renew the ID, the following is required:

- Payment of the \$5.00 CI fee. The payment can be made upstairs the Port Authority's administration Building on Harbour Drive and covers the cost of printing the ID.
- Letter from your employer on company letterhead, or email, or personal appearance by a company representative, advising that your employment conditions remain the same.
- Taxi operators must bring their current valid taxi permit.