

Application for a port identification card

ISPS security area (please tick as appropriate)

Cuxhaven	Kühlhaus 3	Alter Lentzkai	Hansakai
	Lübbertkai	Neue Seebäderbrücke	Seeschleuse
	DOIZ	Helgoländer Kai	Steubenhöft
Emden	Außenhafen	Südkai	Ölhafen Brücke 1
	Große Seeschleuse	Nesserlander Schleuse	
Wilhelmshaven	Hannoverkai		
Brake	Braker Seehafen		

Port pass valid until:

Applicant person

Surname		Name	
Birthday (dd/mm/yyyy)	Nationality	Identity card or passport number:	
Address (street, number, postal code, town, country if applicable)			
Reasons for applying for a port identification card			

Confirmation by the employer

Receive confirmation by e-mail		
I, the undersigned, hereby certify the accuracy and completeness of the above information	The payment of a fee in the amount of EUR 30,00 is made by (please tick as appropriate)	
	Us as the employer (Invoice)	the applicant person (cash payment)
Date	Signature	Company stamp

P F S O (Port Facility Security Officer)

The application is approved	Yes	No	Card ID No.
Date	Signature		Stamp

Declaration or acknowledgement by the person making the request:

I hereby acknowledge the currently valid rules of conduct for the ISPS security area and act accordingly. If necessary, I agree to a personal check (scan/search of the person/luggage/vehicle). I agree that my data will be recorded, stored and, if necessary, compared. Individual areas will be video monitored. The ISPS security area may only be entered or driven into professionally. The destination must be entered of left directly. In the event of violations of the above, access authorization may be withdrawn. The loss of the port identification card must be reported immediately.

Receive port identification card.

Date	Signature
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Information on the issue of the port identity card

The badge is issued by employees of Niedersachsen Ports GmbH & Co. KG. On site a photo is taken by digital camera. The applicant must present a valid identity card or passport.

The fee of EUR 30,00 for the exhibition is due upon application (see also confirmation from the employer).

If necessary, there is the possibility of a refund on return. Please contact your PFSO for this.

Your local contact person, dates and required forms can be found on our homepage

Rules of conduct for the ISPS security areas

1. Access to / stay in the security area is only allowed for professional reasons or with the permission of the Port Facility Security Officer (PFSO). Access / stay may be restricted or denied for security reasons.
2. Entering and leaving the security area is only possible via the approved access points. Every person must log in and out of the electronic security system. Visitors must register or deregister with an official photo identification at the respective gate, the local contact person or the responsible PFSO.
3. Controls / searches of persons, luggage, and vehicles as well as video surveillance are possible due to the ISPS security regulations.
4. Take the direct route to your destination and leave the security area immediately after you have finished your work.
5. Drivers are not allowed to transport any persons / passengers past the control system. The driver in charge of the vehicle reports all persons in his vehicle who have entered to the system. Passengers must also log in and out of the electronic security system.
6. Instructions from the Port Facility Security Officer (PFSO), the security service, the port authority and the water police must be followed.
7. Smoking is only permitted in designated areas.
8. Photography and filming are prohibited or requires permission from Niedersachsen Ports.
9. Unless otherwise specified, the road traffic regulations apply to the entire port area. The indicated speed limits apply. If not otherwise signposted, there is a general speed limit of 30 km/h
10. Particular attention must be paid to transshipment, train and heavy goods traffic. Any obstruction of these transports is prohibited.
11. There is a limited winter service in the entire port area.
12. It is strictly forbidden to carry and transport explosives and weapons of any kind into the port area.
13. The loss of a port identification card must be reported immediately to the local contact person
14. Holders of the port identification cards are obliged to immediately close any gates they have opened.
15. Holders of the port identification cards are responsible for ensuring that no unauthorized persons enter the port facility through the gates they open.
16. Violation of these rules or other regulations can lead to the withdrawal of the port pass or to a ban on access to the ISPS security area.
17. An extension of the port pass must be submitted 2 weeks before the expiry of the deadline may be requested. The loss of the port pass or no extension of the port pass within the time limit makes any claim for reimbursement forfeited.
18. Persons who become conspicuous more than twice within a period of two years will be allowed access to the port facilities for the following three months only with individual access. Permanent access authorizations or access keys will be blocked for this period. If these persons do not have permanent access keys will be blocked for this period. If these persons do not have permanent access authorizations or access keys, a new written warning will be issued, threatening to prohibit access (house prohibition). The employer receives a copy.
19. Persons who are discovered more than three times within a period of two years will be denied access to the port facilities for the following three months.

The Port Facility Security Officer (PFSO)

Application Port ID Card- Status 12/2018