

## Application for the issuance of a Port ID-Card

ISPS-Area (please mark the applicable area(s))			
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	UVG	JWP: Servicehafen
Brake	Braker Seehafen	Braker Seehafen + automated truck loading	
Stade	Seehafen Stade		

Applicant		
Name		Surname
Date of birth (dd/mm/yyyy)	Nationality	Passport No..
Address (street, house number, postal code, city, district, country)		
Reasons for applying for a Port ID-Card		

Confirmation of the employer		
Receive Confirmation via E-Mail (to be filled in by NPorts)		
The undersigned herewith confirms the accuracy and completeness of the above information	The payment of a fee of EUR 40.00 is made by (please mark where applicable)	
	us as employer (invoice) Mail address for sending invoice: _____	the applying person (cash)
Date	Signature	Company Stamp

completed by the PFSO (Port Facility Security Officer)		
Port ID-Card valid until:	ID-Card No.	
Approval of the application	Yes	No
Date	Signature	Stamp
Approval of the application	Yes	No
Date	Signature	Stamp
Remarks		

**Declaration by the applicant:**

I hereby acknowledge the applicable rules of conduct for the ISPS-Area and I will behave accordingly. I agree to a personal check (scan / search of the person / luggage / vehicle). I agree that my data will be collected, stored and checked, if necessary. Individual areas are subject to video surveillance. The ISPS-Area may only be entered or used for professional purposes. The destination must be visited or left directly. The Port ID-Card must not be shared with other persons. In case of violation of the above, the access authorization may be revoked. The loss of the Port ID-Card must be reported immediately.

**Received the Port ID-Card.**

Date

Signature

**Information on the issuance of the Port ID-Card**

The Port ID-Card is issued by employees of Niedersachsen Ports GmbH & Co. KG. A photo will be captured on site by a digital camera, in case a photo was not prior submitted electronically. The person applying must present a valid passport. The fee of EUR 40.00 is due upon application (see also confirmation of the employer).

**You can find your local contact person, dates and required forms on our homepage.**

Please also take note of our privacy policy, also accessible on our home

## Rules of Conduct for the ISPS-Areas

1. Access to / stay in the security area is only permitted 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. Entry and exit of the security area is possible exclusively through the authorized access points. Each person must log in and out of the electronic security system. Visitors must log in or out with an official passport containing a photograph at the respective gate, local contact person or responsible PFSO.
3. Controls / searches of persons, luggage and vehicles as well as video surveillance are possible due to ISPS security regulations.
4. Take the direct route to and from your destination and leave the ISPS-Area immediately upon completion of your activity.
5. Drivers are not allowed to transport any persons / passengers past the control system. The responsible driver must register all persons in his vehicle for access to the port facility. Similar to the driver, all passengers and persons must log in or out of the electronic security system respectively.
6. Instructions from the Port Facility Security Officer (PFSO), the security service, the port authority and the police must be followed.
7. Smoking is only permitted in designated areas.
8. Photography and filming are prohibited or require permission from Niedersachsen Ports.
9. Unless stated otherwise, the German Road Traffic Regulations ("Straßenverkehrsordnung", StVO) apply to the entire port area. The shown speed limits apply. Unless indicated otherwise, the general maximum permitted speed is 30 km/h.
10. Particular attention must be paid to transshipment, train and heavy goods traffic. Any obstruction of these traffic is prohibited.
11. There is a limited winter service throughout the port area.
12. It is strictly forbidden to carry or transport explosives or weapons of all kinds into the port area.
13. The loss of a Port ID-Card must be reported immediately to the local contact person or the responsible PFSO.
14. Any holder of the Port ID-Card is obliged to immediately close the gates he or she opens.
15. Any holder of the Port ID-Card is responsible for ensuring that unauthorized persons do not enter the port facility through the gates opened by him or her.
16. Violations of these rules or other regulations may result in the withdrawal of the Port ID-Card or the denial of access to the ISPS-Area.
17. An extension of the Port ID-Card must be applied for two weeks before the validity ends. The loss of the Port ID-Card or failure to extend it in time forfeits any right of a refund.
18. Persons who are caught conspicuous more than twice in a two-year period will only be granted access to the port facilities in the following three months by single access. Permanent access rights or access keys will be blocked for this period. If these persons do not have permanent access rights or access keys, an additional written warning will be issued, threatening to ban the person from entering the port facilities' premises. The employer will receive a copy.
19. For those caught conspicuous three times in a two-year period, the access to port facilities will be denied for the following three months.