8. Issuance of Annual Port User's ID/Pass

To regulate the access of pedestrians and to establish the purpose of their entry for safety and security measures per PPA Administrative Order Nos. 04-2009, 02-2011, 01-2013, and 07-2021.

Office/Division:	PPA PMO Port Police
Classification:	Simple
Type of Transaction:	G2B-Government to Business G2C-Government to Citizen
Who may avail:	Cargo Handlers, Shipping Lines/Agents, Shippers, Consignees, Truckers/Haulers/Forwarders, other Port Ancillary Services, and Port Users Concerned

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly accomplished application form (1 - original copy/electronic copy)	PPA PMO Port Police Division
2. Sworn Certificate of Employer and Master list of Employees (1 - Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Applicant

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Fill out and submit an accomplished application form with the required documents and submit to PPA Port Police Division (PPD) or apply online via www.epms.ppa.com and upload the required documents.	2. Evaluate/verify the completeness and validity of the uploaded documents from the time it was viewed/accessed by the process owner from the system. Further, verify from the database whether the applicant has a valid Permit to Operate. Issue order of payment if documents are found complete and updated.	None	30 mins.	Port Police Staff/ Authorized Representative PPD

	An email notification will be sent to the applicant confirming the order of payment.			
2. Submit the order of payment to any PPA PMO Collection Section and pay the necessary fee. * Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of payment shall be forwarded to the Collection Section via email.	1. Receive payment and issue an Official Receipt. * For payments coursed via e-payment facilities or through banks, proper verification prior to receipting shall be done. A scanned copy of the official receipt will then be emailed back to the client. Collection Section will forward the original copy of the client's Official Receipt to the Port Police to be picked up by the client later.	₱56.00 (VAT included)	5 mins.	PPA Cashier/ Collection Representative/ Authorized representative PMO Collection Section
3. Proceed to PPD, and present proof of payment and attend the safety and security briefing. Wait for the release of the approved "Pass/ID"	3.1 Validate the payment and prepare Pedestrian Pass / ID. 3.2 Applicants are required to undergo safety and security briefing. 3.3 Check identification and release approved Annual	None None None	1 hr. 10 mins. 5 mins.	Port Police Staff/ Authorized Representative PPD Port Police Staff/ Authorized Representative/ Chief Safety Officer Port Police Staff/ Authorized Representative

	Pedestrian "Pass/ID" * Gives the original copy of the Official Receipt to the client.			PPD
	TOTAL:	**₱ 56.00**	**1 hr. and 50 mins.**	