



PORT  
QUÉBEC

150, Dalhousie Street  
PO Box 80, Haute-Ville Station  
Québec, Québec G1R 4M8  
Phone: (418) 266-0760, ext. 5798

PORT PASS REQUEST

Personnal informations

Name:		First Name	
Gender (m or f)		Birth date (yy / mm / dd):	
Height:		Hair color:	
Adress:		Eyes:	
		Postal code:	
Home Phone:		Work Phone:	
		Cell phone:	
Driver's license number:			

Professionnal informations

Employer:	
Occupation:	
Port's client (if different from employer):	

Port Pass types

Sections

Restricted Area Pass no R2	<input type="checkbox"/>	Port Pass with R2 Areas *	<input type="checkbox"/>	All	<input type="checkbox"/>
General Access (without R.A.)	<input type="checkbox"/>	Port Pass Cruises only *	<input type="checkbox"/>	Beauport	<input type="checkbox"/>
QPA Employees no R2 access	<input type="checkbox"/>	QPA Employees with R2 access *	<input type="checkbox"/>	Estuaire	<input type="checkbox"/>
QPA Security no R2 access	<input type="checkbox"/>	QPA Security with R2 access *	<input type="checkbox"/>	Foulon	<input type="checkbox"/>
General access to Cruise Term.	<input type="checkbox"/>	Do not know	<input type="checkbox"/>		
* In order to be granted a Port Pass with access to R2 areas, you must receive a Transportation Security Clearance from Transport Canada					

Access validity

No period limit (24/7)	<input type="checkbox"/>	06h00 - 18h00	<input type="checkbox"/>
Weekdays	<input type="checkbox"/>	08h00 - 16h00	<input type="checkbox"/>
Weekends	<input type="checkbox"/>	Other	

Billing

Company and address for billing	
Company email for billing:	

Personal vehicle informations

(Those informations are intended to quickly identify the owner of a vehicle on QPA's territory)

Make of vehicle 1:		Model:		Year	
Color		License number			
Make of vehicle 2:		Model:		Year	
Color		License number			

Accreditation video \*\*

Accreditation number:
** You can see the video on QPA's web site

Port Pass Fees

First request	65,74 \$	Replacement of front sticker	32,87 \$
PP lost, stolen or damaged	65,74 \$	Renewal (every 5 years)	32,87 \$
		Reactivation after suspension	32,87 \$

READ DIRECTIVES AND SIGN ON BACK

Port Pass Use Regulations

Québec Port Authority is giving you a Port Pass which allows you to enter its territory. Possessing and using this Pass is a privilege granted by QPA and its users. The holder of a Port Pass must understand the responsibilities coming with this privilege, responsibilities in link with QPA’s regulations as well as federal regulations.

Port Pass

The Port Pass is the document that allows its owner to enter QPA's territory exclusively for working purpose.

- 1. No person shall provide access to or assist another person to enter a secured area. The Port Pass holder who is entering QPA's territory by a gate should make sure that every Port Pass holder in his vehicle passes his Pass in front of the card reader. If one or more person doesn't have a Port Pass, the vehicle must use the visitor line or identify the visitors by using the telephone at the gate.
- 2. The holder of a Port Pass that has been lost or stolen shall immediately report its loss or theft to QPA or the operator of the marine facility.
- 3. A person shall not provide false information for the purpose of obtaining a Port Pass, otherwise his request will be permanently denied.
- 4. A person shall not use a Port Pass except while in the performance of their duties.
- 5. The holder of a Port Pass shall return it to QPA’s representative or the marine facility when
  - (a) the holder ceases to work at the marine facility;
  - (b) the holder otherwise ceases to require the Port Pass.
- 6. A person shall surrender on demand a Port Pass in their possession to QPA’s representative or the marine facility.
- 7. No person shall :
  - a) loan or give a Port Pass that was issued to one person to another person;
  - b) alter or otherwise modify a Port Pass;
  - c) have or use a Port Pass that was issued to another person;
  - d) use a counterfeit a Port Pass;
  - e) make or reproduce a copy of a Port Pass.
- 8. Please signal any incident to the Harbour Master’s Office at 418-648-3556.

MARSEC LEVEL 1 –

Regular situation – The level for which minimum security requirements are required to be implemented in accordance with the approved security plan or approved security procedures.

MARSEC LEVEL 2 –

Heightened risk – The level for which additional security requirements are required to be implemented as a result of heightened risk in accordance with the approved security plan or approved security procedures.

MARSEC LEVEL 3 –

Probable or imminent threat – The level for which additional security requirements are required to be implemented as a result of a security threat that is probable or imminent, whether or not the specific target is identified, in accordance with the approved security plan or approved security procedures.

I hereby apply for a Port Pass. I agree not to transfer it and to give it back on Port authority' request.

I also agree to abide by and respect applicable laws and directives issued by the Quebec Port Authority. This access having been granted as a preferential right, the Quebec Port Authority reserves the right to cancel or to rescind said access at all times.

It is also understood that my vehicle and its content are subject to search and inspection at all times while on Port's property, in accordance with Marine Transportation Security Regulations' requirements.

I agree to indemnify the Quebec Port Authority for all damages to its property. I agree to reimburse or to be guarantor for any claims whatsoever against the Quebec Port Authority for all bodily injuries and for property damages within the Port limits.

Except in the event of serious or intentional fault on the part of the **Authority**, it shall not be liable for any damage to the client's property.

Unless fault is established on the part of the **Authority**, it shall not be liable for any damage and/or harm to persons and/or for their death on the premises, howsoever caused, whether by *force majeure* or otherwise.

The applicant accepts that the Quebec Port Authority can give the information contained on this Port Pass request and/or any information concerning the use of the Port Pass to the Port's users concerned by this information (employer or company sponsoring this request) and who is making a written request. The Port Authority is the sole judge of the legitimacy of such request.

The applicant must send a digitalized picture with his request at [poste.controle@portquebec.ca](mailto:poste.controle@portquebec.ca).

The applicant who cannot proceed electronically must ask for an appointment, between 7 am and 3 pm on working days, with the Control Center by calling 418-266-0760 ext. 5798.

A fee is applicable to deliver a Port Pass. See with the Control Center.

Applicant's signature

Date

Sponser's signature

Date