



## Online application process

The Port of Vancouver has implemented an online application form for a port pass. The system is designed to reduce paperwork, eliminate errors and provide greater efficiency for the applicants and the pass issuers.

1. To access the online application please follow this link:

<http://ppmp.portmetrovancover.com/Application/>

This will take you to the introduction page

**Important** – Please read this information carefully before you complete your application.

Once you have completed your application you may save or print a copy for your records.

- **Step 1:** You will need to agree to the terms and conditions prior to starting the application process ([Click here](#) to preview the terms & conditions)
- **Step 2:** Tell us who you are. You will need approved government issued picture ID. ([Click here](#) to preview the the list)
- **Step 3:** Who is your employer. (Final Page)
- **Step 4:** Submit your application (You may print or save a copy of the application)

If you are ready please click "Start" to begin with your application process.

2. When you click start you will be taken to the conditions of issue page. Each of the 18 condition must be agreed to by checking the agree box under each condition. You will not be able to proceed to the next page if any conditions are not agreed to.
3. Click next to go to your section of the application. Complete this section using the drop down boxes where possible. If you miss any mandatory information like an email address you will not be able to proceed. Missing information boxes will be highlighted in red. Click next to move to the last section
4. Use the drop down boxes to assist with completing this section.
5. Application type:
  - a. New is if you have never had a port pass,





- b. Renewal is if you have a port pass. You will be reminded to bring the old pass to the appointment.
  - c. Replacement is if the pass was lost Stolen or is damaged. You must bring in the damaged port pass or you may be charged for a replacement.
  - d. If you report the pass as stolen you must report it to the police and provide a file number.
6. Under issuing office you will chose British Columbia Maritime Employers Association. This will direct your application to the proper issuing office.
7. Select the type of identification you will be using from the drop down list.
8. Enter the number of the identification and the expiry date.
9. Enter the employer information in the following section including your employee number.
10. Click submit and your application will be sent. If you have missed any of the required information you will not be able to proceed. You will be asked if you want to print a copy of the application and/or send a copy to your email address. These are optional as all the information is now saved into the system.
11. Once your information is received by the BCMEA it will be linked to a sponsorship form completed by the BCMEA. You will now be able to attend at the Dispatch Hall to receive your port pass.