



**British Columbia Trucking Association
Port Metro Vancouver Port Pass Addition/Deletion**



Companies have a responsibility to keep their Port Metro Vancouver (PMV) port pass information up-to-date. All additions/deletions of employees or contractors who already have port passes registered to your company must be submitted to BCTA using this form. **Failure to use this form may result in delays in processing and port pass confiscations when attempting to enter port property.**

Independent Operators with a TLS number do not show on company driver lists.

To add a PMV Port Pass: If a new contractor or employee has an existing PMV port pass, enter the number and the person's first and last name and the date the person started with the company. If a new contractor or employee **does not** have a PMV port pass and requires one, you can submit a signed request letter on company letterhead stating the person's full name and that they are employed by the company or use this form by placing "new" in the Port Pass column.

To delete a PMV Port Pass: If a contractor or employee is no longer with your company, enter the pass number, the person's first and last name and the date it is to be deleted.

Port Pass Number	First Name	Last Name	Date added	Date deleted	Independent Operators TLS #	Entered (Office use)

Company Name: _____ Contact Name: _____

Address: _____ Signature: _____

Phone Number: _____ Fax Number: _____ Email Address: _____

**You can fax this completed form to the BCTA Office at 604-888-2941.
All Additions or Deletions take 72 hours to update at the terminals.**