

PORT POLICE DIVISION

PAG I.D. CARD POLICY, INSTRUCTIONS AND APPLICATION FORM

POLICY

It is the policy of the Port Authority of Guam that PAG employees of agents, tenants, users and persons conducting business at the Port are required to have a PAG I.D. card issued by the Port Police Division. Expired Port I.D. must be relinquished to the Port Police Division prior to obtaining a renewal. Lost or misplaced Port issued I.D. must be reported to the Port Police immediately. A copy of Guam Police Clearance (not older than 3 months from issued date) must be submitted prior to re-issuance of duplicate Port I.D.

INSTRUCTIONS

- A five dollar (\$5.00) fee is required for new, renewal and/or replacement of PAG I.D. card. Application forms are available at the Port Police office Monday thru Friday from 8:00 a.m. to 5:00 p.m.
- **Prior to submitting a completed application form to the Port Police office for approval by the Port Police Chief or designee, a photo-copy of a valid picture I.D. such as a driver's license, Guam I.D. or a passport, and a valid Guam Police clearance (not older than 3 months from issued date) must be attached.**
- Upon approval, payment could then be made at the Accounting Section, 1ST floor of PAG Administration building.
- PAG I.D. cards are issued Monday through Friday from 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00pm. (excluding holidays)
- PAG I.D. cards are valid for one (1) year from the date of issue. I.D. card holders are responsible for renewal fifteen days prior to expiration to prevent delays.

Date of Application _____

I.D. CARD INFORMATION – (PRINT LEGIBLY) / / New / / Renewal / / Replacement

AGENCY / COMPANY NAME: _____ JOB LOCATION: _____

AGENCY / COMPANY TELEPHONE NO.: _____ / _____

POSITION TITLE: _____ SUPERVISOR'S NAME: _____

LAST NAME: _____ FIRST: _____ MIDDLE: _____

DATE OF BIRTH: (MM/DD/YYYY) _____; AGE: _____; HT: _____; WT: _____

HAIR COLOR: _____ EYE COLOR: _____ / / MALE / / FEMALE

EMPLOYEE ID #: _____ SSN: _____ (Read "Privacy Act Notice-Disclosure" regarding social security numbers on back of application.)

“PRIVACY ACT NOTICE“

Authority: 49 U.S.C. 114, 50 U.S.C. 191, AND 33 CFR part 125 authorize the collection of this information.

Purpose: DHS will use this information to conduct a security threat assessment on port facility employees, port facility long-term contractors, and longshoremen.

Routine Uses: The information will be used by and disclosed to DHS personnel and contractors or other agents who need the information to assist in activities related to port security. Additionally, DHS may share the information with facility operators, longshore unions, and law enforcement or other government agencies as necessary to respond to potential or actual threat to transportation security, or pursuant to its published Privacy Act System or records notice.

Disclosure: Furnishing this information is voluntary. However, failure to furnish the requested information may delay or prevent the completion of your security threat assessment, which may prevent your access to MTSA regulated facilities.

Knowingly giving false information required is a violation of section 52.30, Title 9 G.C.A. I hereby authorize Port Police to conduct a background check to attest the authenticity of the information provided. Any false statement or omissions on this application will be sufficient cause to revoke or recall the PAG I.D. card issue.

All required documents submitted with the PAG I.D. application will be property of the Port Authority of Guam, and which will be kept for record purposes only.

By affixing my signature, I have read and understand the above, and voluntarily provide the necessary information to conduct a security threat assessment and background check needed.

Signature of Applicant _____ **Date** _____

FOR OFFICIAL USE ONLY

Date Received: _____ **Local Clearance By:** _____

PAG I.D. Assigned No.: _____ **I.D. Processed By:** _____

Comments: _____

BY DIRECTION:

JESSE S. MENDIOLA
Port Police Chief (Acting)

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COMMERCIAL AND PORT POLICE

APPLICATION FOR PORT DECAL OR TEMPORARY PASS

POLICY

It is the policy of the Port Authority of Guam that shipping agents, tenants and/or users must attain insurance coverage fulfilling all requirements as specified on Policy Memorandum No. 97-01 (Insurance Requirements) to obtain clearances from both the Commercial and Port Police Division to attain Port decal(s) or Temporary pass. You may obtain a copy of the Insurance Requirements from either division.#

INSTRUCTIONS

1. All businesses are required to submit to Port Commercial Division photo copies of:
 - A. Current business license(s).
 - B. Insurance Certificate with a minimum of \$1M insurance, \$500K Cargo Liability (per vehicle) insurance and Worker's Compensation coverage including the **Port Authority of Guam as an additional insured and certificate holder**. In addition, a schedule of all vehicle(s) and heavy equipment covered on such insurance policy.
 - C. Vehicle registration and drivers' license for each vehicle/equipment/operator of the company requesting for access into the Terminal Compound. Insurance policy number of certificate must be reflected on the vehicle registration.
2. Complete the application below for each vehicle/equipment with documents (i.e. insurance coverage card, vehicle registration, equipment registration) attached.
3. Application will be reviewed and upon clearance, the issuance of decal(s) will be processed. Vehicles requiring decals must be brought to the Port Police Office to be affixed by the issuing officer.
4. Exception to the \$1M coverage: An interchange agreement or written authorization from requesting tenant that they will indemnify the Port from any liability or property damages caused by the tenant's visitor/merchant which must be submitted to the Port Police Division.

PLEASE PRINT LEGIBLY

APPLICATION SUBMISSION DATE:

COMPANY/AGENCY NAME		COMPANY/AGENCY CONTACT NUMBER(s)		FAX NO.
INSURANCE COMPANY	GENERAL LIABILITY AMOUNT & EXP. DATE	CARGO LIABILITY AMOUNT & EXP. DATE	VEHICLE/EQUIPMENT AMOUNT & EXP. DATE	WORKER'S COMP YES / NO
LICENSE PLATE NO.	VEHICLE/EQUIPMENT	VEHICLE/EQUIPMENT DESCRIPTION (Make/Model/Year)		
APPLICANT'S NAME (First/Middle Int./Last)		POSITION TITLE	D.O.B./SSN	
JOB LOCATION		MAILING ADDRESS		
<p>I, the undersigned, hereby certify that the information herein provided is true and correct. I hereby authorize the Port Police to conduct a background check to attest the authenticity of the information provided. Any false statement or omission of information in this application and tampering of decal will be sufficient cause to revoke or recall the issued decal.</p> <p style="text-align: right;">DULY AUTHORIZED REPRESENTATIVE'S SIGNATURE</p>				

VERIFIED BY:

VERIFIED BY:

APPROVED BY:

ISSUING OFFICER:

COMMERCIAL

PORT POLICE

PORT POLICE CHIEF
By Direction

DECAL NO. _____

(REVISED MARCH 2017)

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PORT AUTHORITY OF GUAM
ATURIDAT I PUETTON GUAHAN
Jose D. Leon Guerrero Commercial Port
GOVERNMENT OF GUAM

1026 Cabras Highway, Suite 201
Piti, Guam 96925



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FELIX P. CAMACHO
Governor of Guam

MICHAEL W. CRUZ
Lieutenant Governor

POLICY MEMORANDUM NO. 97-01

To: All Port Tenants, Port Users, Trucking Companies	Subject: Insurance Requirements
Effective Date: April 14, 1997/February 15, 2001	Revision Date: April 3, 2008
Approved by: CARLOS H. SALAS, Interim General Manager	

I. **GENERAL:** The owners or operators of all vehicles entering the Port facilities must possess the required insurance as indicated in Section V of this policy memorandum prior to entering the facilities. Pedestrian traffic entering the facilities for the purpose of providing services to Port tenants, such as, custodial, vessel security or other types of commercial activity services are also covered under this policy memorandum.

Tenants: A Port tenant requesting services from business entities who do not meet the minimum insurance requirement must sponsor the entity under their existing coverage. A copy of the insurance certificate listing the sponsored entity and/or correspondence from the Port tenant authorizing the coverage and confirmed by their insurance carrier is to be provided to the Port prior to the start of such services.

II. **PURPOSE AND SCOPE:** The purpose of this policy is to provide standard insurance requirements for all Port tenants and users entering the Port facilities. All other policies hereto adopted relating to this subject is hereby superseded. This policy memorandum is not intended to apply to Port approved, sponsored or personnel escorted tours.

III. **DEFINITIONS:**

- A. **Port:** Jose D. Leon Guerrero Commercial Port or Port Authority of Guam.
- B. **Insurance:** Commercial General Liability, Professional Liability, Personal and Business Auto Liability, Motor Truck Cargo, Commercial Property, Workers' Compensation and any other insurance appropriate to protect against the perils of loss presented by the vehicle owner or operator entering or using the Port's facilities and grounds.

- C. Truck: Any self-propelled land motor vehicle, or trailer capable of carrying cargo or merchandise of any kind, regardless of the vehicle's size, gross vehicle weight, capacity or registration whether the vehicle is loaded or unloaded.
- D. Private Passenger Vehicle: Any self-propelled motor vehicle designed primarily for carrying passengers or not licensed as a commercial vehicle.
- E. Heavy Equipment: Any piece of equipment used for cargo handling, maintenance or construction and not classified above.
- F. Pedestrian Traffic: An individual or individuals accessing the Port's facilities on foot and providing low risk activities for the Port tenants, such as, in-house custodial work for leased areas, or low risk monitoring services, such as, unarmed security services for vessels.

IV. **AMOUNT OF INSURANCE REQUIRED:** The amount of insurance required shall be determined by the Port's General Manager depending upon the type of activity conducted, or to be conducted by the owners or operators of vehicles entering the Port's facilities or other service providers accessing on foot. The following minimum amounts of insurance shall be required by owners or operators of vehicles listed below:

A. Truckers and Heavy Equipment Operators:

- 1. Business Auto Liability - \$1,000,000.00 combined single limit of liability
- 2. Motor Truck Cargo - \$500,000.00 per vehicle

B. Private Passenger Vehicles:

- 1. Personal Auto Liability - \$1,000,000.00 combined single limit of liability

C. Maintenance Contractors, Service Providers and Other Regular Users:

- 1. Commercial General Liability including Broad Form Property Damage and Contractual Liability - \$1,000,000.000 combined single limit of liability
- 2. Workers' Compensation - Statutory

D. Pedestrian Traffic: (Low Risk Service Providers - Minimum Requirements)

- 1. Commercial General Liability including Broad Form of Property Damage and Contractual Liability - \$200,000.00 combined single limit of liability
- 2. Workers' Compensation - Statutory

Any owners or operators not listed above should contact the General Manager to determine what insurance coverage is required.

- V. **INSURANCE COMPANY:** The insurance coverage(s) must be issued by those insurance companies who are licensed to do business on Guam, as determined by the Insurance Commissioner of Department of Revenue and Taxation.
- VI. **ADDITIONAL INSURANCE PROVISION:** All commercial insurance policies possessed by owners or operators of vehicles entering or using the Port's facilities and/or grounds must name the Port as an additional Insured in their policies and specify that the Port shall be given at least thirty (30) days prior written notice of any cancellation, material change or reduction in coverage.
- VII. **PROOF OF INSURANCE:** An Insurance Certificate must be issued listing all the vehicles, equipment, trucks covered under the insurance policy and filed with the Port Police Division. The certificate should include:
1. Name of Insured (The Port must be shown as an Additional Insured on all Commercial insurance policies)
 2. Policy Number
 3. Effective Date of Policy
 4. Limits of Insurance
 5. Description of the Vehicle, Equipment, Truck
 6. Description of Coverage Provided; and
 7. Name of Issuing Company

A certified copy of the Insurance Certificate must be carried in each vehicle, equipment and/or truck entering the Port facilities. This proof of insurance must be provided to the Port Police Division on an annual basis at least ten (10) days before the insurance policy expires.

- VIII. **NOTICE OF LOSS:** In the event a Port tenant or user is involved in an accident within the Port's facilities or while on Routes 11A or 11B (Cabras Highway) and results in bodily injury or property damage, the Port Police Division must be immediately notified.

- IX. **WORKERS' COMPENSATION:** All business entities entering or using the Port's facilities must also possess Workers' Compensation Insurance coverage as prescribed by Guam laws and copies of such Certificate of Insurance are to be filed with the Port Police Division. Each certificate shall specify that the Port shall be given at least thirty (30) days prior written notice of any cancellation, material change or reduction in coverage.
- X. **INTERCHANGE AGREEMENT:** In lieu of fulfilling the maximum insurance requirements listed herein, the Port user must provide to the Port a current Interchange Agreement. The primary company must have fulfilled the maximum insurance requirements listed above. The Interchange Agreement must specifically state and name the Port user as additional insured and the duration of such coverage. The Port must be notified thirty (30) days prior written notice of any cancellation, material change or reduction in coverage.