



PLIPDECO Security Department
Checklist of Items for a Haulier's Pass or Renewal of a Haulier's Pass

Date: _____

Hauling Company Prerequisite:

- Letter from Hauling Company formally submitting an **Application for Registration of a Hauling Company** with PLIPDECO. Letter must include a list of all Trucks and Trailers Registration Numbers.
- Letter from Hauling Company formally **Applying for a Truck Code**
- Two passport size photos of the Owner or Manager of the Company
- Copy of Trinidad and Tobago ID Card of Owner or Manager of the Company
- Original and copy of the Company's Certificate of Registration
- Copy of the Certificate of Incorporation of a Company/ Continuance Certificate/Consolidation Certificate if applicable
- Copy of the Company's VAT Registration Certificate

Driver Prerequisite:

- Letter from Hauling Company requesting **Annual Port Pass** for Driver. State the Driver's Name and Driver's Permit Number.
- Completed Driver's Background Information Form (FOR341) with Hauling Company's Stamp
- 2 forms of valid photographic National Identification (ID) (originals and a copy of each)
- Original Certificate of Character for driver and a copy. Document must be no older than **6 months** from date of issue.
- 2 passport size photos
- Completion of PLIPDECO's Annual HSE Orientation/ Re-Orientation
- Driver's pass fee \$150.00TTD

Truck and Trailer Prerequisite:

- Letter from Hauling Company requesting **Annual Port Pass** for Truck
- Original and a copy of the Certificate of Registration for each truck and trailer
- Original and copy of the Certificate of Insurance for each truck and trailer
- Original and a copy of the Inspector's Certificate for each truck and trailer
- *Letter of Authorization must be submitted for any Truck/s or Trailer/s not owned by requesting hauling company where applicable.**

All Renewals:

- Letter from Hauling Company requesting renewal of Truck/Driver **Annual Port Pass**
- Original and a copy of the Certificate of Registration for each truck and trailer
- Original and copy of the Certificate of Insurance for each truck and trailer
- Original and a copy of the Inspector's Certificate for each truck and trailer
- 2 forms of ID for Driver- Originals and a copy
- Original Certificate of Character for driver and a copy. Document must be valid.
- 2 passport size photos of Driver
- Expired Driver Pass must be returned to PLIPDECO Security
- Expired Truck Pass must be returned to PLIPDECO Security
- Driver's pass fee of \$150.00