



Kenya Ports Authority

# Port Movement/Access Card Application Form

Applications must be completed in **NEAT AND LEGIBLE** hand writing and in black or blue ink  
All completed application forms should be returned to the KPA Port Pass Office located at the KPA Headquarters, Operations Block  
Please allow 3 . 5 working days before checking on the status of your application on +254 41 211 32 69

## PERSONAL DETAILS:

Please select one of the Port Movement Card types:						KPA Employee	Government Agency	Port User	KPA Contractor	Pensioner
Mrs/Mr/Miss/Ms (please circle)	First Name:	Middle Name:			Last Name:					
Gender:	Date of Birth:			Nationality:						
ID/Passport Number:	[REDACTED]			Postal Address:	Postal Code:	City:				
Telephone Number (Include Country Code):		Mobile Number (Include Country Code):			Email Address:					
Physical Residential Address (Include Name of Road, Street & Estate /Mtaa):				City	County/State		Country			
Have you ever applied received a KPA Movement/Access Card? YES/ NO (please circle)				If yes, please provide the Card No.:						

## PORT ACCESS REQUIREMENTS:

Employer:			Job Description:					
Reason Access is requested:								
Employer Address (Postal)		Street:	Building:		City		Postal Code:	
Do you have a Vehicle? YES/NO (please circle) If yes please provide Reg. No.			Own Vehicle <input type="checkbox"/>	Company Vehicle <input type="checkbox"/>	Hired Vehicle <input type="checkbox"/>	Government Vehicle <input type="checkbox"/>		

## AUTHORISING PERSON AT PARENT COMPANY (applications without signature WILL NOT be processed)

Name:			Position:					
Signature:			Contact Number:					

### Declaration (to be signed by applicant)

- I declare that the information contained within this application and any attachments is true and correct and that if I willingly omit or provide information that is false I will be denied access to all KPA facilities and KPA can initiate legal action against me.
- I have read and understood the attached regulations relating to KPA Movement/Access Card use on page 2 of this document.
- KPA reserves the right to restrict or deny access to any KPA facility if operational needs of access cannot be established by the applicant

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### OFFICE USE ONLY

Application received: \_\_\_\_\_ Input By : \_\_\_\_\_ KPA Movement/Access Card No. : \_\_\_\_\_  
Access Group: \_\_\_\_\_ Access Privileges (Controlled or Restricted): \_\_\_\_\_ Date of Issue: \_\_\_\_/\_\_\_\_/\_\_\_\_



## KENYA PORTS AUTHORITY MOVEMENT/ACCESS CARD GUIDELINES

1. Cards **MUST BE DISPLAYED AT ALL TIMES** while in the Port Facility. Cards cannot be shared or borrowed.
2. Any lost cards are to be reported immediately to KPA Security **+254 721 970 440**. Lost cards can be replaced at a fee and on producing a valid Kenya Police Services Abstract.
3. Cards **MUST BE USED** at all times to enter and exit the Port Facility.
4. Users **MUST USE** their card every time they enter and exit the port, even if they are a passenger in a vehicle.
5. Vehicles must enter the access gate area **ONE AT A TIME**.
6. Pedestrians **MUST ENTER** the Port Facility using **PEDESTRIAN ACCESS GATES** and keep to designated walkways within the Port Facility.
7. Any person who does not have a KPA Movement/Access Card and wishes to enter the Port Facility **MUST** make prior arrangements with the Port Security Office and give **48 HOURS** notice to facilitate his/her registration of a Port Movement/Access Card as required.
8. No person shall be authorized to access the port unless they are engaged in legitimate port related business.
9. You must only access the port with the KPA Movement/Access card associated to the parent company on whose behalf you are employed and for the purpose stated thereof by your employer as reason access is required in the application form R13. Should you engage in any other business other than what is stated, **YOU AND YOUR employer shall be held fully accountable and this will result but not limited to having your ACCESS CARD WITHDRAWN AND CANCELLED IMMEDIATELY.**
10. The KPA Movement/Access Card remains the property of KPA and it can be withdrawn by the issuing authority without any notice and whenever deemed necessary.

### IMPORTANT

Any person failing to comply with the condition of entry and proximity card usage will have their access rights from the port area withdrawn.

Kenya Ports Authority constantly monitors its Port Facilities **24hrs** via security cameras.

Footage taken from camera operations is compliant for use as court evidence.

Breaches of the above conditions constitute Criminal Offences under the Constitution of Kenya and prosecution under the Laws therein may follow.

Fines of up to **KES.50,000.00** apply for non-compliance with Port Security requirements.