



## REQUIRED DOCUMENTS PORT OF MIAMI IDENTIFICATION CARD

In order to facilitate the issuance of your Port of Miami Identification Card, please ensure that you have the necessary documents required for the type of identification card for which you are applying.

### **POM GREEN ID CARD (UNESCORTED ACCESS)**

Individual must possess a TWIC card in order to obtain a green POM ID with unescorted access to restricted areas. This POM ID will have the same expiration as the TWIC card (up to 5 years). Applicants must fill out an application and sign an affidavit.

### **POM YELLOW ID CARD (ESCORTED ACCESS)**

Individual does not have a TWIC card and is permitted to access restricted areas only under escort from a POM ID / TWIC card holder. This POM ID is issued annually and no affidavit is required.

Note: Any person conducting an escort of a non-TWIC card holder in a Restricted Access Area must have a valid POM ID and TWIC. Escorts must stay with a non-TWIC card holder at all times.

### **POM RED ID CARD (NO ACCESS)**

Individual does not have a TWIC card and does not require regular access to the restricted areas (i.e. tenants of POM Administration Building, etc). This POM ID will be issued annually.

### **NEW APPLICANT:**

POM Green ID Card	\$	79.00
POM Yellow ID Card	\$	79.00
POM Red ID Card	\$	55.00
Florida Seaport Reciprocity Card	\$	55.00

1. New applicants requesting a Port of Miami Identification Card must present the documents listed below in order to be processed for an identification card.



## REQUIRED DOCUMENTS PORT OF MIAMI IDENTIFICATION CARD

2. An original letter from the employer, written on company letterhead, stating the reason for requesting a Port of Miami Identification Card and the type of access being requested (restricted areas and/or cargo areas). The letter of request must also contain the following information:
  - a. Employee's Full Name
  - b. Date of Birth
  - c. Driver License Number
  - d. Employee's Title
3. Original Driver License
4. Proof of Legal Status and Employment Eligibility in the United States. A list of acceptable documents are as follows:
  - U.S. Passport (unexpired or expired)
  - Voter's registration card (also submit a government-issued photo ID)
  - Certificate of U.S. Citizenship (USCIS Form N-560 or N-561)
  - Certificate of Naturalization (USCIS Form N-550 or N-570)
  - Unexpired Foreign Passport with I-551 stamp or attached Form I-94 indicating unexpired employment authorization
  - Permanent Resident Card or Alien Registration Receipt Card with photograph (USCIS Form I-151 or I-551)
  - Unexpired Temporary Resident Card (USCIS Form I-688)
  - Unexpired Employment Authorization Card (USCIS Form I-688A)
  - Unexpired Reentry Permit (USCIS Form I-327)
  - Unexpired Refugee Travel Document (USIS Form I-571)
  - Unexpired Employment Authorization Document Issued By USCIS that contains a photograph (USCIS Form-I688B)
  - Original or Certified Copy of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
  - Original or certified copy of a birth certificate issued by a State, county, municipal authority or outlying possession of the United States bearing an official seal
  - Native American tribal document
  - U.S. Citizen ID Card (USCIS Form I-197)
  - ID Card for use of Resident Citizen in the United States
5. Cash, Credit Card (MasterCard, Visa, or American Express), Cashier's Check, Money Order, or Company Check (exact amount only).



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### **RENEWAL APPLICANT:**

POM Green ID Card	\$	79.00
POM Yellow ID Card	\$	79.00
POM Red ID Card	\$	55.00
Florida Seaport Reciprocity Card	\$	55.00

1. An original letter from the employer written on company letterhead stating the reason for requesting a Port of Miami Identification Card and the type of access being requested (restricted areas and/or cargo areas). The letter must also contain the following information:
  - a. Employee's full name
  - b. Date of birth
  - c. Driver License Number
  - d. Employee's title
2. Original Driver License
3. Cash, Credit Card (MasterCard, Visa, or American Express), Cashier's Check, Money Order, or Company Check (exact amount only).

**Note:** The identification card must be renewed on or before its expiration date.

### **LOST OR STOLEN CARD:**

1. An original letter from the employer written on company stationary stating the reason for requesting a Port identification card and type of access being requested (restricted areas and/or cargo areas). The letter must also contain the following information:
  - a. Employee's full name
  - b. Date of birth
  - c. Driver License Number
  - d. Employee's title
2. Police Report (The Credentials Section will re-issue an Identification Card with a case number pending a copy of the police report. Within two weeks (10 business days), the employee must provide a copy of the police report to the Credentials Section. Failure to do so may result in the deactivation of the identification card).
3. Original Driver License



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4. **\$55.00** Cash, Credit Card (MasterCard, Visa, or American Express), Cashier's Check, Money Order, or Company Check (exact amount only).

**Note:** A lost or stolen identification card must be immediately reported to the Port of Miami Credentials Section. This will prevent someone else from gaining access to restricted areas of the Port using your identification card.

### **CHANGE OF COMPANY:**

1. An original letter from the employer written on company stationary stating the reason for requesting a Port of Miami Identification Card and the type of access being requested (restricted areas and/or cargo areas). The letter must also contain the following information:
  - a. Employee's full name
  - b. Date of birth
  - c. Employee's title
2. Original Driver License
3. **\$25.00** Cash, Credit Card (MasterCard, Visa, or American Express), Cashier's Check, Money Order, or Company Check (exact amount only).

### **ONE-DAY PASS:**

1. This pass can only be issued five (5) times within a ninety-day (90) period.
2. An original letter from the employer written on company letterhead stating the reason for requesting a "One-Day Pass" and the type of access being requested (restricted areas and/or cargo areas). The letter must also contain the following information:
  - a. Employee's full name
  - b. Date of birth
  - c. Driver License Number; or Passport Number and Country of Issuance
  - d. Employee's title
3. Non-U.S. citizen applicants or non-permanent residents of the U.S. must provide a passport along with Form I-94 or the visa waiver.



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4. Original Driver License
5. **\$9.00** Cash, Credit Card (MasterCard, Visa, or American Express), Cashier's Check, Money Order, or Company Check (exact amount only).

**Note:** If you have applied for a permanent Port of Miami Identification Card, a "One-Day Pass" may be issued if the applicant has not exceeded five (5) entries in ninety (90) days.

*If you have any questions or require further clarification, please contact the Port of Miami Credentials Section at (305) 347-4955.*