

HOW TO APPLY FOR PORT ENTRY

Step 1

Visit <https://barbadosport.com/request-entry/>

Step 2

Select Cruise Passenger Pickup.

Purpose of Visit.(Select One)*

Atlantis / Pleasure Craft / Fishing Boat Operations

Cruise Passenger Pickup

Cruise Passenger Drop off

Building Contractor

Service Provider

Meeting

Ship Chandler

Quay Shuttle

BCTI Tenants

Gym Members

Regulatory Agencies Tenants

Shallow Draught Tenants

Visits to Customs / Plant Quarantine / Port Health

Other

Cancel

Continue

Step 3
Complete all details on the form.

General Information	Schedule Request
Purpose of Visit * Cruise Passenger Pickup	
First Name * John	
Last Name * Doe	
ID / Passport # * 000000-0000	
Address 	
Email * myemail@email.com	
Telephone * 555-5555	
Please give details about your request. Passenger Pick Up Maria Doe	
Vessel Sunset Sea Vessel	
Company Name * N/A	

CancelNext

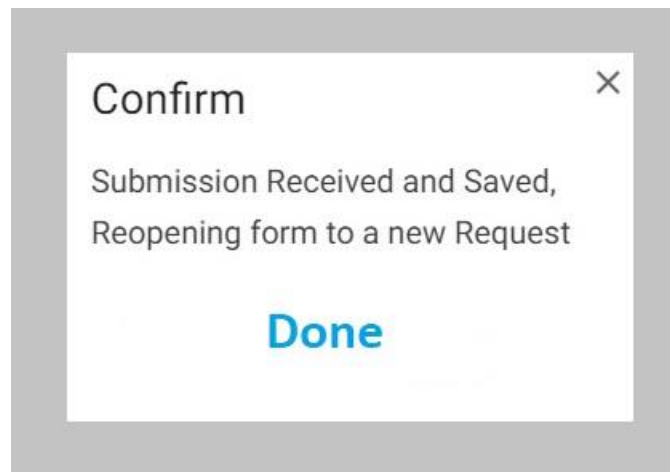
Step 4
Complete all details and submit the form.

General Information	Schedule Request
Transport*	
Commercial Tour Bus (BT)	
Commercial Tour Coach (ZM/Z)	
<input checked="" type="button" value="Private Car / SUV / Van"/> Other	
Entry Arm / Designated Parking	
Cruise Terminal Commercial Car Park	
Vehicle Registration #*	
FRZ99	
I am applying to enter for this date (mm/dd/yyyy) *	
20/12/2022 	
Please select a proposed time *	
11:30:00 AM 	
Estimated date of final departure (mm/dd/yyyy) *	
20/12/2022 	
Please select a time of final departure *	
12:30:00 PM 	



Step 5

You will receive a message confirming successful submission.



Step 6

You will also receive via the email you entered an email confirming submission of your request to enter the port.

Request for Entry Submission Received.

Dear John Doe,

Your request to enter the Bridgetown Port via the Main Gate on 12/20/2022, has been received. Your application is currently being processed. Security personnel of the Barbados Port Inc. will be contacting you via email regarding your approval status.

In case of emergencies please call 434-6100 Ext 4902/4910/4912 or 231-0956 on weekends or after business hours (4pm - 10pm).

Regards,

Step 7

On completion of your application review, you will receive another email with your QR code for entry.

Dear John Doe,

Your request to enter the Bridgetown Port via the Main Gate has been **Approved** for the period **12/20/2022 11:30:00 AM to 12/20/2022 12:30:00 PM**.

Please produce this email/attachment and a valid photo ID to the security personnel at the Main Gate for entry.

Entry Arm / Parking : Cruise Terminal Commercial Car Park

Approved entry is not determined by the Security Officer. Entry is determined by a successful QR code scan only.



General Appointment for Cruise Passenger Pickup

In case of emergencies please call our Security Administration team at 434-6100 Ext 4902/4910/4912 or 231-0956 on weekends or after business hours (4pm - 10pm).

Regards,