

Sponsorship Requests

Requests for new Port Passes must be provided through the Authorized Sponsor of your organization. The Authorized Sponsor is required to complete a Sponsorship Request form for those individuals requiring a Port Pass (see "Forms" on the Security Access Control (Port Pass) page on the VFPA website for a link to the template).

Please note the following when completing this updated form:

- The Sponsoring organization will be VFPA and the company will be your organization name with your contact details.
- The spreadsheet must include all information requested.
- In the "MTSC required" field, please indicate if the person will be accessing any R2 areas or vessels at the Cruise Terminal or a container terminal. Certain regulatory agencies are exempt from requiring an MTSC - if you fall into that category, please leave this field blank. If you are unsure, please contact VFPA at the number listed for clarification.

Please email completed sponsorship request forms to the MTSC/Port Pass Office at mtsc_portpass@portvancouver.com with a copy to port.pass@portvancouver.com.

Authorized Sponsors

To ensure that we have up-to-date information on your organization's authorized sponsors for Port Passes/MTSC, please complete the Authorized Approvers list attached to this email and send it to the MTSC/Port Pass Office at: mtsc_portpass@portvancouver.com.

Please note that VFPA will review the number of authorized sponsors from each organization and reserve the right to restrict the number of staff that are authorized to sponsor Port Passes.

Contact information

If you have any questions relating to the process for obtaining a Port Pass through the Vancouver Fraser Port Authority, please contact us.

MTSC/Port Pass Office	
By Phone:	604-665-9661
By Email:	mtsc_portpass@portvancouver.com
Hours of Operation*	Monday to Friday, 6am to 6pm

*Note: The hours posted herein are for Port Pass sponsorship services only. Port Passes are issued by VFPA on Tuesdays (9am to 12pm), Wednesdays (9am to 12pm) and Thursdays (1pm to 4pm).