

To Business Partners

Extension and issue of access permits (passes) required for entering the Port of Koper area in 2024

Dear business partner,

The following information refers to the issue and extension of access permits (passes) for 2024. More detailed instructions and requirements will also be published on the Port of Koper website <https://www.luka-kp.si/en/port-guide/guide-to-port-entry/>

- 1) **N E W!** - Submitting of an extract from a criminal record and a certificate that a person is not in criminal proceedings is no longer a condition for the issue and extension of the access permit (pass)

Please be informed that the presentation of an extract from a criminal record and a certificate that a person is not the subject of criminal proceedings is no longer a condition for the issue and extension of access permits for entering the Port of Koper. This applies to all types of permits.

However, in accordance with the Port Regulations, additional relevant documentation or clarification may be requested by the Luka Koper in order to verify the accuracy of the information written on the permit application form and the reason for issuing the permit.

2) Instructions and requirements for the extension of access permits

1. Submitting of a completed application form in PDF format;
2. Confirmation of cooperation with the Port of Koper (for more details see the point 4);
3. Signed 'Statement of acknowledgment of Port Regulations' (if you have not submitted it yet). The statement form is available at <https://www.luka-kp.si/en/port-guide/port-regulations/>

The following business partners may apply for a **two-year extension** of their personal or vehicle pass: the railway infrastructure operator, transport companies for drivers, agents and freight forwarders, tenants of the premises of the Port of Koper and all those applicants who prove their eligibility for the issue of a two-year pass. If business partners belonging to the above groups wish to have a two-year validity of their permits, they shall **tick (select) the two-year validity option** on the application form.

3) Instructions and requirements for the issue of access permits

1. Submitting of a completed application form in PDF format;
2. Photograph of the person (for more details see the point 4);
3. Confirmation of cooperation (for more details see the point 4);
4. Signed 'Statement of acknowledgment of Port Regulations' (applicants who apply for a new permit must be informed with the contents of the Port Regulations). The statement form is available at <https://www.luka-kp.si/en/port-guide/port-regulations/>
5. Inspection of the applicant's identity document (when the applicant collects the permit);

6. If required (to be determined depending on the purpose of entry), a signed written "Agreement on occupational health and safety awareness", to be provided by the Health Protection and Ecology Unit available at sporazumi@luka-kp.si.

4) Instructions for completing applications

APPLICATIONS must be filled-in by computer and completed in full. Each signed and stamped application with attachments - confirmation of the contact person from Luka Koper d.d. and other documentation, if required - has to be sent by e-mail to the e-mail address: dovolilnice@luka-kp.si. **The applications will be processed in the order in which they are received.**

Application forms are available at the Luka Koper d.d. website: <https://www.luka-kp.si/en/port-guide/guide-to-port-entry/>

HOLDER'S PHOTOGRAPH - The application must be accompanied by a colour photograph in digital format (JPG format), which must show a true image of the person named on the access application form. The person must be photographed from the front, with the forehead uncovered, without hat, cap or scarf.

CONFIRMATION OF COOPERATION – Before submitting the completed application, the applicant has to obtain a written consent/confirmation of the responsible person from Luka Koper d.d. (Business Centre, Organization Unit) with whom he/she is cooperating (Please request confirmation of cooperation for the duration of the validity of the permit*). The applicant may send the Confirmation by e-mail together with the application for the issue of a permit. The confirmation of cooperation is not required for a group – truck drivers!

5) Time-limit for the issue of permanent access permits

A fully completed application for the issue/extension of permanent access permits and other required documentation must be submitted in time, however **at least three (3) working days** before the desired date of permit's issue or extension.


In case of a larger number of persons, the application must be sent one week in advance.

6) Validity of access permits

The validity of the access permit is 1 (one) year or a maximum of 2 (two) years from activation, depending on the purpose of entry and the type of cooperation. The responsibility for monitoring the validity of the pass lies with the **pass holder or his/her employer**, and not with Luka Koper d.d.

7) Cancellation of access permits

When the reasons for holder's entering the port cease to exist (as for instance due to termination of his/her employment, termination of contract), the holder's employer shall immediately: send an application for the cancellation of the access permit to the Port Security Department, collect the personal access permit and vehicle access permit from the holder and return them to the address: **Luka Koper d.d., Vojkovo nabrežje 38, 6501 Koper, Center za upravljanje z dovolilnicami** (translation: Permits Release Centre).



In case of loss or theft of access permit, the holder's employer is obliged to **immediately** notify the Permits Release Centre (in Slovene: **CUD**) and the Security Control Centre (in Slovene: **VNC**) at the Port of Koper.

8) Contact details

Security Control Centre (VNC): Telephone +386 5 66 56 950, E-mail: vnc@luka-kp.si

Permits Release Centre (CUD): Telephone +386 5 6656 500, E-mail: dovolilnice@luka-kp.si

Office hours of the Permits Release Centre (CUD): From Monday to Friday, 7:30 – 15:30 CET

Best regards,

Port Security Department
Luka Koper d. d.