1. Applying for an e-Pass

Performer: host

In Port Access Control System **i.rop.lv**

✓ applies for a one-time entry e-Pass
! Provides information about the visitor, vehicle, and area to be visited

2. Receiving of an e-Pass

Performer: visitor

Via SMS or e-mail

✓ receives an e-Pass with a PIN-code and QR-code

3. Authorization of an e-Pass

Performer: visitor

At Port Access Control Point

✓ shows the received e-Pass or states the e-Pass PIN code

✓ shows an identity document

✓ shows the vehicle registration certificate
(if arriving by vehicle)

✓ the visitor is allowed to enter the port territory

OR

✓ enters the e-Pass PIN code or scans the QR-code

✓ shows an identity document

✓ shows the vehicle registration certificate
(if arriving by vehicle)

✓ the visitor is allowed to enter the port territory

4. Terminating an e-Pass

Performer: host

In Port Access Control System **i.rop.lv**

✓ terminates an e-Pass
! Indicates the time by which the visitor shall leave the territory

Performer: visitor

Via SMS or e-mail

✓ receives permission to leave the port territory

5. Ending a visit

Performer: visitor

At Port Access Control Point

✓ shows the received e-Pass or states the e-Pass PIN code

✓ shows an identity document

✓ shows the vehicle registration certificate
(if arriving by vehicle)

✓ the visitor is allowed to leave the port territory

OR

✓ re-authorizes the e-Pass

✓ shows an identity document

✓ shows the vehicle registration certificate
(if arriving by vehicle)

✓ the visitor is allowed to leave the port territory

If the visitor leaves the territory after the specified e-pass validity period, the visitor shall provide a written explanation at the Port Access Control Point