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I N S T R U C T I O N S

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1. A separate report is to be submitted for each pier or terminal.
2. Fill in the information in the heading of the form: Employer -- Pier Or Terminal --Date (month, day, year).
3. For each Security Officer employed, enter: Security Officer License Number  
Last Name and First & Middle Initials  
Status (R=Regular -- E=Extra -- C=Casual)  
Hours worked each day (12-8, 8-4, 4-12)
4. Two columns of this report need not be filled out for submission to the New Jersey State Police Port Security Section. This form is designed so that a company may use it as a timesheet. These two columns are marked with an asterik (\*) and are labeled:  
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  - (a) FOR COMPANY USE (This is intended for extra information that might be needed  
on a company time sheet, such as company payroll number.)
  - (b) TOTAL HOURS (This is intended for the company's use when this form is used  
as a time sheet.)

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ANY FALSE STATEMENT CONTAINED HEREIN CONSTITUTES A CRIME AND MAY SUBJECT THE  
PERMITEE/LICENSEE TO SUSPENSION OR REVOCATION OF SUCH PERMIT OR LICENSE.

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