

## CANADA PASS PROGRAM

### CRITERIA FOR ISSUE AND TERMS OF ISSUE

Please read this entire document before proceeding with an application

#### CRITERIA FOR ISSUANCE

1. Applicants must hold a valid Transport Canada Airport Restricted Area Access Clearance.
2. Applicants must hold a valid Calgary Airside Airport Restricted Area Pass.
3. Applicants must demonstrate a frequent and regular need to visit multiple airports.
4. Applicants must identify the duties being performed within restricted areas at these multiple airports.
5. Applicants must provide the reasons that it is not operationally feasible to make pass exchange arrangements in advance.
6. Applicants must agree to abide by the terms of Issue for Canada Passes upon receipt of the pass.
7. Canada Passes will be valid for a maximum of one year from date of issue, but will not exceed the validity date of the applicant's Transport Canada Airport Restricted Area Access Clearance.
8. A new application must be submitted for each reissue of a Canada Pass.

#### TERMS & CONDITIONS OF ISSUE

As a holder of a Canada Pass, I understand, agree to and will abide by the following Terms & Conditions of Issue:

<ol style="list-style-type: none"> <li>1. The Canada Pass issued to me is the property of the Calgary Airport Authority;</li> <li>2. I will immediately report the loss, theft or confiscation as well as any subsequent recovery of the pass to the Calgary Airport Authority Pass Control Office at (403) 735-1320;</li> <li>3. The Canada Pass issued to me is valid only for those airport restricted areas to which I require access while on duty and in the performance of functions directly related thereto;</li> <li>4. The Canada Pass will not be used to bypass preboard passenger screening where as a passenger both my person and carry-on baggage are subject to screening;</li> <li>5. The Pass will not be used to assist others to bypass preboard screening where such individuals or carry-on items are subject to screening;</li> <li>6. I will not use the pass to enter a Restricted Area other than at a designated Access point for which Canada Pass entry is authorized;</li> <li>7. I will comply with the specific Canada Pass Access Conditions established at each Airport;</li> <li>8. Except where authorized by the issuing Airport Authority and subject to any conditions of that authorization, I shall not:             <ol style="list-style-type: none"> <li>a) Loan or give my Pass to another person;</li> <li>b) Have possession of, or use for any purpose, an Airport Pass that was not issued by a person having authority to do so;</li> </ol> </li> <li>9. The Canada Pass issued to me is subject to the limitations &amp; restrictions set out on the face of the pass and any other limitations issued to me in writing by Calgary Airport Authority and the Airports at which I use this pass;</li> <li>10. I will visibly display the Canada Pass above the waist on outer clothing at all times within restricted areas;</li> </ol>	<ol style="list-style-type: none"> <li>11. I will safeguard the Pass at all times and will not willfully alter, tamper with, damage or duplicate said pass;</li> <li>12. I am subject to the requirements of the Airport Restricted Area Access Clearance Program;</li> <li>13. I understand that all passes issued to me by or under the authority of my employer(s) and the Calgary Airport Authority will be immediately surrendered in exchange for a receipt for the pass:             <ol style="list-style-type: none"> <li>a) To my employer or the Calgary Airport Authority upon termination of employment, lay-off, medical leave, maternity leave, strikes or any other type of employment leave expected to exceed thirty days;</li> <li>b) To any Airport Authority Representative, or designate at any airport where I use this pass, on the breach of any conditions contained in this document, relevant Aerodrome Security Acts, Regulations &amp; Measures, and Airport Authority policies;</li> <li>c) To the Calgary Airport Authority on or before the expiry date of this pass;</li> <li>d) To the Calgary Airport Authority or agencies acting on behalf of the Airport Authority on demand;</li> </ol> </li> <li>14. I am subject to an administrative fee of \$300 for failing to return my Canada Pass to Pass Control of the Calgary Airport Authority or for altering, tampering, damage or loss of the pass.</li> <li>15. I have read the relevant excerpts of the Canadian Aviation Security Regulations and the Terms &amp; Conditions of Issue, and understand that failure to comply could result in a maximum monetary penalty of \$5,000.00.</li> </ol>
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## **APPLICATION PROCEDURES**

1. Complete part 1 of the Canada Pass Application on your computer;
2. Print the form double sided on 8 ½ x 14 (legal size) paper;
3. Pass the form to an authorized requesting officer of your company for completion of part 2.
4. When parts 1 & 2 are completed mail or hand deliver the **original** form to:  

Pass Control  
The Calgary Airport Authority  
2000 Airport Road NE  
Calgary AB T2E 6W5
5. After verifying the pass and clearance information, Pass Control will forward the form to the Manager, Security, Calgary Airport Authority for an approval/denial decision.
6. Pass control will notify the applicant of the approval or denial by calling the applicant's work phone number provided on the application.
7. The applicant may then attend Pass Control for issuance of the approved pass, or in the case of denial, to obtain a copy of the denied application.