

APPLICATION PROCESS	
<p>Any person who will require access to aircraft or a restricted area at the airport must complete this application process and attain a valid transportation security clearance. Application processing is facilitated by the airport Pass Control Office and all required forms must be filled out electronically and completed prior to arrival.</p>	
PASS CONTROL OFFICE	
<p><b>HOURS OF OPERATION</b></p> <p>Monday to Friday 06:30 to 17:30</p> <p><i>Please note: Due to the amount of processing time required, no new applications will be accepted after 16:30.</i></p>	<p><b>CONTACT INFORMATION</b></p> <p><b>Phone:</b> 403-735-1320</p> <p><b>Email:</b> passoff@yyc.com</p>
<p><b>LOCATION</b></p> <p>Located in the Domestic Terminal Building on the Mezzanine Level (3<sup>rd</sup> floor)</p>	<p><b>PARKING</b></p> <p>Applicants who do not have an employee parking pass may park in the parkade. Pass Control will <b>ONLY</b> validate long term parking tickets.</p>
APPLICANT REQUIREMENTS	
<ul style="list-style-type: none"> <li>Any person who is required to obtain a Restricted Area Identity Card (RAIC) or any person who is applying for a job for which a security clearance would be required may submit an application</li> <li>Any person applying for security clearance must submit all of the documents listed in the <b>ALL APPLICANTS</b> section</li> <li>Additional to the documents in the <b>ALL APPLICANTS</b> section, any person applying for security clearance must also submit all of the original documents applicable to their citizenship as listed below</li> </ul>	
ALL APPLICANTS - Click title to link to document	CANADIAN CITIZENS BORN IN CANADA
<p><a href="#">Transportation Security Clearance (TSC) Application</a></p> <p><a href="#">Calgary Airport Authority Application for RAIC, Temp or ID Badge</a></p> <p><a href="#">Complete CASAP Training / Exam</a></p> <p>Original, valid and government issued photo ID (e.g. Passport, Citizenship Card, Permanent Resident Card, Driver's License, etc.)</p>	<p>Original Birth Certificate</p> <p>Passport if applicant holds one</p>
CHILDREN BORN OUTSIDE CANADA TO A CANADIAN PARENT	NATURALIZED CANADIANS AND LANDED IMMIGRANTS
<p>Certificate of registration of birth abroad</p> <p>Passport if applicant holds one</p>	<p>A Canadian Citizenship Card, a valid Permanent Resident Card, or applicable IMM document</p> <p>Passport if applicant holds one</p>
REFUGEES	OTHER APPLICANTS BORN OUTSIDE CANADA
<p>Documentation from Citizenship and Immigration (CIC)</p> <p>Letter confirming the applicant's claim has been accepted by the Refugee Protection Division AND a valid work permit (IMM1442)</p> <p>Passport if applicant holds one</p>	<p>A document that indicates his/her legal entitlement to work in Canada e.g.) valid work visa/permit</p> <p>Passport if applicant holds one</p>

# TRANSPORTATION SECURITY CLEARANCE APPLICATION FORM FAQ DOCUMENT

All forms must be filled out electronically. Incomplete forms will **NOT** be considered.

PERSONAL INFORMATION									
Type of Application <i>New or Renewal</i>		Transportation Facility <i>Calgary International Airport</i>			Applicant Pass ID <i>RAIC number, if you have one i.e. 11234567</i>				
File No. <i>Filled in by the Pass Office</i>	Date of Birth <i>Official date of birth</i>	Applicant Surname <i>Legal surname exactly as it's found on Birth Certificate or immigration documents (last or family name)</i>			Applicant's Given Name(s) <i>All other names found on Birth Certificate or immigration documents</i>				
PART A – REQUESTING AUTHORITY – To be filled out prior to arrival at the Pass Office									
Print Name <i>Name of registered signing Authority, typed and submitted electronically</i>				Reason <i>Employment</i>	Current or Proposed Occupation <i>Job applicant will be doing</i>				
Proposed Sponsor <i>Company requesting clearance</i>		Sponsor Address <i>Address that is connected to or based at YYC</i>			Signature of Authorized Official <i>Registered signing Authority</i>				
PART C – APPLICANT									
1	Surname <i>Legal surname exactly as it's found on current Birth Certificate or immigration documents (last or family name) unless legally changed. In this case, document in name change section</i>			2	All Given Names <i>All other names found on Birth Certificate or immigration documents</i>				
3	Usual Given Name Used <i>What most people call you</i>			4	Date of Birth <i>Official date of birth</i>				
5	Surname at Birth <i>Legal surname at birth</i>			6	All Other Names Used <i>Any nicknames or surnames used from marriage - If you've had a name change use the most current name change</i>				
7	From (Previous Name) <i>Surname/ given name(s)</i>		8	To (Current Name) <i>Surname/ given name(s)</i>		9		Date of Change <i>Date name change happened</i>	
10	Municipality, Province/State and Country where Name Change was Granted <i>Where the change happened: city, province, country</i>			11	Method <i>How the name change took place: i.e. registry, marriage</i>				
12	Gender <i>Official gender on Birth Certificate or Immigration documents</i>		13	Height <i>Height in CM</i>		14	Weight <i>Weight in KG</i>	15	Hair Colour <i>To match photo ID</i>
16	Eye Colour <i>To match photo ID</i>		17	Were You Born in Canada <i>Yes or no</i>			18	Birth Certificate No. <i>If born in Canada</i>	
19	Province of Issue <i>Province Birth Certificate was issued if born in Canada</i>		20	Municipality & Province of Birth <i>City/Province of birth if born in Canada</i>			21	Municipality & Country of Birth <i>City/ Province of birth if born outside of Canada</i>	
21c	Present Nationality <i>Current citizenship</i>	22	Port of Entry <i>Where you entered the country if born outside of Canada</i>		23	Date of Entry <i>YYYY/MM/DD - If exact date unknown, use best guess</i>		24	Certificate Number <i>If you've become a naturalized Canadian citizen</i>

**PART C – APPLICANT CONTINUED**

25	Date of Issue YYYY/MM/DD Dates showing on certificate or best guess if exact date unknown	26	Other Certificate Numbers If not a Canadian citizen but legal to work in Canada (i.e. work permit, study permit, permanent residence card)	27	Date of Issue YYYY/MM/DD Date issued	27b	Date of Expiry YYYY/MM/DD Date issued
28	Do You Possess a Passport? Yes or no. If expired, no	29	Country of Issue Nationality of Passport (e.g. Canadian, Indian, Philippines etc.)	30	Passport No. Registry # of passport	31	Date of Expiry (YYYY/MM/DD) Expiry date
32	Did you ever Attend a Post-Secondary Institution? Yes or no	33	Name and Address of Institution Name and full address: If online use official address and explain in box provided at end of form – no abbreviations				
34	Have you ever been convicted in Canada or elsewhere of an offense for which you have not been granted a pardon? Yes or no						
34c	Have you ever been charged in Canada or elsewhere of an offence which remains outstanding, and has not yet been dealt with by the courts? Yes or no						
35	Addresses of all locations where you have resided during the last five years <ul style="list-style-type: none"> <li>Do not overlap (i.e. 2016/10 - 2017/11, 2017/12 – present)</li> <li>No gaps</li> <li>Ensure you include addresses stayed at while travelling (e.g. 120, 707 Silvercreek Close NW, Calgary, AB Canada T2N0E1)</li> </ul> <ul style="list-style-type: none"> <li>Provide as much information as available for foreign travel – explain missing values in the box provided at end of the form</li> <li>Include housing or dorm information if travelling for school</li> </ul>						
36	What have you been doing for the last five years? <ul style="list-style-type: none"> <li>Work history (include every job worked)</li> <li>Every educational facility attended</li> <li>Every trip if combined total is greater than 90 days</li> <li>Full addresses including street numbers, unit numbers &amp; postal codes</li> <li>If working from home provide a company address and explain if different location than residence</li> <li>If unemployed be sure to use home address at the time of unemployment</li> </ul> <ul style="list-style-type: none"> <li>If a move occurred while unemployed be sure to include a new entry for the new address</li> <li>If taking online courses use official address of institution and explain difference in addresses</li> <li>If attending school outside of primary residence make sure living addresses match</li> <li>Provide as much information as available for foreign travel – explain missing values in the box provided at end of the form</li> <li>Include housing or dorm information if travelling for school</li> </ul>						
37	Travel List all travel outside of Canada and US (e.g. Mexico, Europe, Asia etc.) Do not include addresses here but do include a reason for travel (e.g. pleasure, family visit).						

**PART D – SPOUSAL INFORMATION**

1	Current Status Single, married, separated, divorced, engaged or common-law (Living together 1 year or more, have children together, or purchased a house together)	2	Date of Event (YYYY/MMDD)	3	Surname of Current Spouse/Common - Law Partner Current legal last name or spouse	4	Full Given Name(s) All other legal names of spouse
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<b>PART D – SPOUSAL INFORMATION CONTINUED</b>							
5	Maiden Name <i>Surname at birth of spouse</i>	6	Gender <i>Gender on official document</i>	7	Date of Birth <i>(YYYY/MMDD)</i>	8	Date of Death <i>(YYYY/MMDD)</i> <i>Can be applied to current spouse if widowed party is single</i>
9	Present Address <i>Only complete if current spouse at different address</i>	10	Present Address <i>Only complete if current spouse at different address</i>	11	Was Your Current Spouse Born in Canada? <i>Yes or no</i>	12	Birth Certificate # <i>Required if born in Canada, unknown will not be accepted</i>
13	Province of Issue <i>Province that Birth Certificate came from, if born in Canada</i>	14	Municipality & Country of Birth <i>City and country of birth if within Canada</i>	14c	Birth Certificate or Registration No. <i>If outside of Canada and country issues these documents</i>	15	Port of Entry <i>At which point did they enter if outside of Canada – this is required information</i>
16	Date of Entry <i>(YYYY/MMDD) If spouse is from outside of Canada, the date they entered Canada</i>	17	Present Nationality <i>If spouse is from outside of Canada current citizenship</i>	18	Surname of Former Spouse <i>Current surname of former spouse</i>	19	Maiden Name <i>Surname at birth of former spouse</i>
20	Full Given Name(s) <i>All other legal names of former spouse</i>	21	Gender <i>Official gender of former spouse</i>	22	Date of Birth <i>(YYYY/MMDD) Former spouse's date of birth</i>		
23	Municipality & Country of Birth <i>City and country of birth – can be cancelled out if no contact with former spouse in exceptions box at bottom of application</i>	24	Date of Death <i>(YYYY/MMDD)</i>	25	Present Address of Current Spouse <i>Can be cancelled out if no contact with former spouse in exceptions box at bottom of application</i>		

**PART E – CONSENT AND CERTIFICATION – Page 7**

Initials <i>At top of the page where indicated</i>	Signature <i>On lower half of page where indicated</i>	Signature Date (YYYY/MM/DD) <i>Date document was signed</i>
Signature <i>On lower half of page where indicated</i>	Contact Info (Telephone/email) <i>So Transport Canada can contact you</i>	Language of Preference <i>English or French</i>

I Would Like Transport Canada to send me information, via email, about my Transportation Security Clearance: *Yes or No*

I am the parent, guardian or tutor of the applicant:

- *A parent or guardian must be present during the entire enrollment process of and underage applicant*
- *Pass Office cannot process anyone under the age of 18 without the physical presence of a parent or guardian*
- *The parent or guardian can stop the process at any point and time at their discretion*

Name <i>Parent or guardian's name</i>	Signature <i>Parent or guardian's signature</i>	Signature Date (YYYY/MM/DD) <i>Date document was signed</i>
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**PART E – CONSENT AND CERTIFICATION – Page 8**

For applicants who have resided outside of Canada during the last five (5) years or have travelled outside of Canada or the US for more than 90 days during the last five (5) years: *Check Yes or No*

Initials <i>Where indicated</i>	Signature <i>On lower half of page where indicated</i>	Signature Date (YYYY/MM/DD) <i>Date document was signed</i>
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**PAGE 9 – PRIVACY ACT STATEMENT – This page must be included with your application**

This page is required for collection of personal data – no signatures or initials are required.