

**WHAT YOU NEED TO KNOW ABOUT VISITOR PASSES**

1. The Calgary Airport Authority has visitor passes available for visitors to the airport who must enter restricted areas of the airport in the performance of their duties or functions directly related thereto. A responsible authority of the organization they are visiting at the airport must sponsor each visitor.
2. Visitor passes are available Monday - Friday between 0630 and 1730 at the Pass Control Office. Visitor passes are available outside of these hours from the Corps of Commissionaires (CCoC) office located in the Airport Corporate Centre, contact (403) 735-7400.
3. Visitor Passes may not be issued to an individual if Transport Canada has refused to grant a clearance or has suspended or cancelled the person's security clearance.
4. In those rare instances where obtaining visitor passes from one of these sources could have severe operational implications for the company sponsoring the visitor, The Calgary Airport Authority may issue a block of Escort Required Visitor Passes to a responsible authority of the company wishing to sponsor visitors. This responsible authority may then issue the passes in accordance with airport security regulations and the agreement they signed when they were issued the visitor passes. Only the minimum number of visitor passes in each request, that are essential to alleviate the severe operational implications, will be issued to any company. In most circumstances a request for more than five (5) visitor passes will require substantial justification and these passes will be Escort Required.
5. The individual holding the visitor passes must hold a valid YYC Restricted Area Identification Card (RAIC).
6. Visitor passes will be issued to companies only for the duration of the circumstances that necessitate the holding of the passes. A block of Visitor Passes is only valid for 12 months from date of issue. When the passes expire re-application through the Pass Office will be required.
7. Those who hold visitor passes may only issue them to visitors who have a legitimate reason for entering the restricted areas of the Airport in the performance of their duties or functions. The passes may not be issued to those that hold a valid Transport Canada Clearance and a valid YYC RAIC or Temp Badge who have arrived to work without their pass.
8. New or returning employees must begin processing for Transportation Security Clearance and obtain a valid badge from Pass Control before they enter an airport restricted area.
9. To ensure they are in compliance, companies who would like to apply to hold a block of visitor passes are required to read the *Conditions for Holding and Issuing Visitor Passes* prior to applying. Those who meet the terms outlined can submit their completed application to:

**Pass Control, Calgary Airport Authority  
2000 Airport Rd. NE Calgary, AB T2E6W5**

## HOW TO FILL OUT A VISITOR PASS CERTIFICATE

This Airport Visitor Pass Certificate must be completed by printing legibly in permanent ink, following the instructions below.

PLEASE PRINT (CERTIFICATES THAT ARE NOT LEGIBLE WILL BE REFUSED)			
<b>ESCORT</b>		<b>VISITOR</b>	
<b>LAST NAME</b> <i>The last name of the visitor as it appears on the photo ID being used</i>	<b>FIRST NAME</b> <i>The first name of the visitor as it appears on the photo ID being used</i>	<b>LAST NAME</b> <i>The last name of the visitor as it appears on the photo ID being used</i>	<b>FIRST NAME</b> <i>The first name of the visitor as it appears on the photo ID being used</i>
<b>PHONE NUMBER</b> <i>Primary phone number including area code</i>		<b>PHONE NUMBER</b> <i>Primary phone number including area code</i>	
<b>COMPANY NAME</b> <i>The full name of the company that the visitor is representing</i>		<b>COMPANY NAME</b> <i>The full name of the company that the visitor is representing</i>	
<b>RAIC NUMBER</b> <i>As it appears on the RAIC (YYC0000000)</i>		<b>ID TYPE AND NUMBER</b> <i>The type of photo identification being presented by the visitor and the number on it - Please include the country and province of issue</i>	
<b>ISSUER</b>		I have never been refused a clearance or had my clearance suspended by Transport Canada. Initial: x_____	
<input type="radio"/> <b>SAME AS ESCORT</b>			
<b>LAST NAME</b> <i>The last name of the issuer as it appears on their YYC RAIC</i>	<b>FIRST NAME</b> <i>The first name of the issuer as it appears on their YYC RAIC</i>		
<b>PHONE NUMBER</b> <i>Phone number at which the Pass Office can reach you if Certificate and Pass are not returned</i>		<b>DATE OF ISSUE</b> <b>YYYY/MM/DD</b> <b>TIME (24hr)</b>	
<b>COMPANY NAME</b> <i>The full name of the company as it appears on issuer's RAIC</i>		<i>The date and time (24hr) that the pass was issued</i>	
<b>RAIC NUMBER</b> <i>As it appears on the RAIC (YYC0000000)</i>		<b>DATE OF EXPIRY</b> <b>YYYY/MM/DD</b> <b>TIME (24hr)</b>	
<i>The date by which pass must be returned to the issuer. It may not be more than 24 hours from time of issue and may not exceed the expiry date printed on the face of the pass</i>			
<b>I, THE UNDERSIGNED, HAVE READ THE TERMS OF ISSUE PRINTED ON THE REVERSE OF THIS CERTIFICATE AND AGREE THAT SHOULD I NOT RETURN THIS CERTIFICATE AND THE VISITOR PASS TO THE ISSUER ON OR BEFORE THE EXPIRY DATE AND TIME SHOWN ABOVE, I WILL BE SUBJECT TO A FINE OF FIFTY DOLLARS (\$50.00) FOR EACH VISITOR PASS AND CERTIFICATE NOT RETURNED.</b>			
<b>VISITOR SIGNATURE</b> <i>The signature of the visitor.</i>		<b>DATE: YYYY/MM/DD</b>	
<b>ESCORT SIGNATURE</b> <i>The signature of the escort/sponsor. The issuer must counsel the escort or sponsor that by signing they are acknowledging their responsibilities in this role while overseeing the visitor. This must be dated the same day that the form is signed.</i>		<b>DATE: YYYY/MM/DD</b>	
<b>ISSUER SIGNATURE (IF DIFFERENT THAN ESCORT)</b> <i>The signature of the person whose name appears on the back of the pass or who is designated. This must be dated for the same day that the form is signed. The issuer must counsel the visitor that by signing, they are acknowledging receipt of the pass and are also acknowledging that they have read, understand and will obey the legally binding conditions printed on both the face and the reverse side of the certificate. This must be dated the same day that the form is signed.</i>		<b>DATE: YYYY/MM/DD</b>	