YYC CALGARY AIRPORT AUTHORITY

COMPLETING AN APPLICATION FOR TRANSPORTATION SECURITY CLEARANCE AT CALGARY INTERNATIONAL AIRPORT

PASS OFFICE

HOURS OF OPERATION: Monday to Friday 06:30 to 18:30 hrs

LOCATION: Air Terminal Building, Mezzanine Level

PHONE: 403-735-1320

EMAIL: passoff@yyc.com

PARKING: Applicants who do not have an employee parking pass may park in the parkade.
Pass control will validate parking.

We do not process applications after 18:15 hrs.

Please allow 30 - 45 minutes, plus wait time for processing your application at Pass Office.

The following persons may submit an application for a security clearance:

a. Any person who is required to obtain a RAIC (Restricted Area Identity Card);

b. Any person who is applying for a job for which a security clearance would be required.

BRING ORIGINAL DOCUMENTS

All applicants for a security clearance must submit the following:

- Application for a Transportation Security Clearance (TC 25-0356) available online at: http://www.yyc.com/en-us/businessatyyc/formsapplications.aspx
- Calgary Airport Authority Application for a RAIC or RAP available at: http://www.yyc.com/en-us/businessatyyc/formsapplications.aspx
- **ALL APPLICANTS**
  Original, valid, government issued photo ID (e.g. passport, citizenship card, permanent resident card, driver's license, etc.).
- **CANADIAN CITIZENS BORN IN CANADA**
  Original birth certificate;
  Passport if applicant holds one.
- **CHILDREN BORN OUTSIDE OF CANADA TO A CANADIAN PARENT**
  Certificate of registration of birth abroad;
  Passport if applicant holds one.
- **NATURALIZED CANADIANS AND LANDED IMMIGRANTS**
  A Canadian Citizenship card, or a valid Permanent Resident Card, or applicable IMM document;
  Passport if applicant holds one.

- **REFUGEES**
  Documentation from Citizenship and Immigration (CIC):
  Letter confirming the applicant's claim has been accepted by the Refugee Protection Division AND a valid work permit (IMM1442);
  Passport if applicant holds one.

- **OTHER APPLICANTS BORN OUTSIDE CANADA**
  A document that indicates his/her legal entitlement to work in Canada ie: valid work visa/permit;
  Passport.

- **PROOF OF CASAP TRAINING**
  Certificates of completion for both NATIONAL, and YYC, which are issued after online training course is complete. Links to online courses are available at:
  http://www.teamyyc.com/YourCommunity/CASAP.aspx

An applicant may be required to provide additional information.

The names on the application must be the same as on the identity documents

The forms must be signed by a Requesting Officer of the organization employing the applicant before they are submitted to the pass office.

Work permits or visas that are limited to a particular employer sponsoring the application or a location other than Calgary International Airport will not be accepted.

Applicants are encouraged to retain a copy of the completed forms for their personal records.

IF THE APPLICANT IS A MINOR

The age of majority in Alberta is 18 years.

If the applicant is less than 18 years of age, a parent or guardian must sign both application forms as well as the receipt for the pass at the pass office.

In order to ensure the authenticity of the person claiming to be a parent, or guardian**, the forms must be signed in the presence of a Pass Control Officer**. The parent or guardian signing the form must provide photo ID. (A copy of the ID will accompany the application.)

ALL FORMS MUST BE TYPEWRITTEN.

INCOMPLETE FORMS WILL NOT BE CONSIDERED.