

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 at request from the Integrated Operations Centre (IOC) located in the Airport Corporate Centre (ACC) by contacting (403) 735-1300 ext 3.
3. Visitor Passes may not be issued to an individual if Transport Canada has refused to grant clearance or has suspended or canceled the individual'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. The Issuer and the Escort must both be from the same company.
7. 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.
8. 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 Temporary Badge who have arrived to work without their pass.
9. 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.
10. 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, Alberta
Canada T2E6W5**