

Senior Signing Authority Information Guide

August 2023



SENIOR SIGNING AUTHORITY

As Senior Requesting Officer you have prime responsibility within your organization to ensure that individuals employed by, or providing a service to or on behalf of, your organization are complying with Canadian Aviation Security Regulations and Calgary Airport Authority directives pertaining to airport restricted area access.

You assume financial liability on behalf of your organization for all fines, penalties and administrative charges levied by Transport Canada or the Calgary Airport Authority for failure by anyone under control of your organization to comply with Canadian Aviation Security Regulations and Calgary Airport Authority directives, and "terms" pertaining to airport restricted area access.

As such, you are required to ensure that:

1. Anytime an employee leaves a company that the individual's RAIC/Temp Pass and keys, if applicable, are returned to Pass Control immediately
2. Appropriate security measures are in place if your company is responsible for a restricted area access point

In accordance with the Calgary Airport Authority's current policy, your company will be invoiced a non-refundable administrative fee of \$300 for the RAIC and \$25 for each key not returned in a timely fashion.

You may designate other individuals within your organization to assist you with this appointment; they will be Designated Requesting Officers. Unless the Calgary Airport Authority Security Manager is notified, in writing, of any restrictions, the signatures of your Designated Requesting Officers will have the same authority as your own. Your number of delegates is to be kept to an absolute minimum and you are responsible for the actions of all designates you appoint.

You shall ensure that:

1. You are familiar with Canadian Aviation Security Regulations and those sections of the Transportation Security Clearance Program applicable to your position.
2. Everyone employed by, or providing a service to or on behalf of, your organization for whom airport restricted area access is requested is aware of their responsibilities under the regulations and directives cited above.
3. Current Certificates of Appointment for yourself and those who you've designated are on file in the Pass Control Office.

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4. Each request for an airport restricted area access clearance, airport restricted area access pass, airport keys and airport access cards are signed by a duly appointed Authorizing Officer.
 5. Each request for an airport restricted area access pass, airport keys and access cards, is for the minimum access needed by the applicant to effectively carry out their duties.
 6. All airport restricted area passes, airport keys and access cards for which there is no longer an entitlement by the person to whom they were issued, are returned, within one working day, to the Pass Office.
 7. The Calgary Airport Authority Manager of Security is provided a record of the names of individuals to whom Airport Authority controlled door codes have been given, upon request

DESIGNATED SIGNING AUTHORITY

When needing to appoint a designated signing authority, they are required to complete the “Certificate of Appointment, Designated Requesting Officer” form which must be requested and is given by the Administrator of the Pass Office, via email.

Once completed and signed, the designated personnel are allowed to book a 20-minute appointment with the Pass Office so we can collect the electronic signature.

After this has been completed, they are allowed to sign forms on behalf of the company.

Designate signing officers are required to understand the terms and conditions. They are listed below for your records.

IMPORTANT NOTE: Personal information about a company employee, will not be given out to anyone from the same company except a signing authority; either a Senior or Delegate. There are NO exceptions.

DESIGNATED SIGNING AUTHORITY TERMS AND CONDITIONS

As a Designated Requesting Officer, you are responsible to your Senior Requesting Officer to ensure that individuals employed by or providing a service to or on behalf of your organization, are complying with Canadian Aviation Security Regulations and Calgary Airport Authority directives pertaining to airport restricted area access.

Your Senior Requesting Officer has assumed financial liability on behalf of your organization for all fines, penalties and administrative charges levied by Transport Canada or the Calgary Airport Authority for failure, by anyone under control of your organization, to comply with Canadian Aviation Security Regulations and Calgary Airport Authority directives, and “terms” pertaining to airport restricted area access.

Unless the Security Manager at the Calgary Airport Authority has been notified, in writing, by your Senior Requesting Officer of any restrictions, your signature will have the same authority as your Senior Requesting Officer’s signature. You will be responsible to your Senior Authorizing Officer for all your actions.

Your prime responsibility is to assist your Senior Requesting Officer in their role.

It is your duty to ensure that:

1. You are familiar with Canadian Aviation Security Regulations and those sections of the Transportation Security Clearance Program applicable to your position.
 2. You understand the responsibilities of your Senior Requesting Officer and the responsibilities they have given to you as their designate
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FAILURE TO RETURN – RAIC/TEMP BADGES

As a Senior Signing Authority, it is your duty to ensure the return of employee RAIC/temp badges to the Pass Office. If an employee will be away for 30 days or more, it is required for the employee to return their RAIC/temp badge.

If an employee has been let go or leaves their job, it is up to the Designated or Senior, to notify the Pass Office they are no longer employed with the company. The Pass Office will then void the RAIC/Temp Badge until it has been returned.

Every month, a monthly report is sent to the Senior Signing Authority, to confirm that the employees listed are still employed with the company, along with the expiry and key report.

Once a RAIC or Temp badge has been voided, the company has 5 business days before they receive a “failure to return” notice. A failure to return is a notice, stating that we have voided a RAIC, or Temp Badge and the Pass Office has not received it. There are penalties surrounding the failure to return a badge as these badges are Calgary Airport Authority Property.

One unaccounted badge could cost the company up to \$525. If a company has over \$1500 in outstanding invoices their Pass Office privileges will be revoked until the charges have been paid

PENALTY

Initial Action: Employer will receive an email stating that the employees RAIC must be returned to the Pass Control Office within 5 business days.

First Notice: A first notice will be sent to the Senior Signing authority, two weeks after the **Initial** email has been sent, if the RAIC/Temp badge has not been returned.

Second Notice: Will go out one week after **First** notice has gone out and RAIC/Temp badge is still outstanding.

Reminder Email/ Final Notice: Will go out a month after the **Second** notice.

Invoice: Must be paid within 45 days

**Please note, companies with an outstanding balance could potentially have all pass control privileges revoked. There will be a 25% administrative penalty that will be retained by the Calgary Airport Authority if the RAIC is returned within 7 days.*

RETURN RECEIPTS

When RAIC/Temp Badges/Keys are returned, the Pass Office will send a Return Receipt to the Senior Signing Authority to notify them that they have been returned. These receipts will be sent over email.

TRANSPORT CANADA SECURITY CLEARANCE

A Transport Canada Security Clearance allows an individual to work in the restricted areas, post security, at the airport. This application will ask the applicant for their information, residences, and activities from the last 5 years.

ID Badges are issued to those who only need to access on the pre-secure side of the airport. Applicants are not required to complete a Transport Canada Security Clearance Application for an ID Badge.

THE APPLICATION PROCESSES

As of January 2023, all TSCA applications are now required to go through DocuSign.

1. The applicant goes to the Transport Canada website (*details on following page*) and fills out the information for their Transport Canada Security Application.
2. In the signing authority section of the application, they must use their signing authority's email address.
3. Once the applicant has submitted their application, it gets sent to their signing authority's email address that they have used on their form.
4. Once the signing authority confirms that the applicant is applying with their company, the signing authority signs off on the application (all through DocuSign).
5. The signing authority then "finishes" the signing of the document and this is then sent off to the applicant.

IMPORTANT NOTE: *if the applicant did NOT write their email address correctly, their application will remain in limbo on Transport Canada's side. They do not inform us of these applications unless they are unable to figure out the email address.*

6. The applicant opens their email, signs their Transport Canada Application, and uploads their documents to their application (all through DocuSign).
7. The applicant presses "Finish" and the application gets sent to the PASS Office's Transport Canada DocuSign portal.
8. The applicant then books an appointment online, to come to the Pass Office with their forms and documents, so we can process them.

Moving forward in DOCUSIGN, we need clear, glare free and both sides of the IDS used in the application. We will need the IDS that were used on the application and no substitutions may be used. Guidelines are provided on the Pass Office website to help reduce the amount of turn aways.

WHERE TO FIND THE APPLICATION

You can find the application through the Pass Office portal through the “Transport Security Clearance” pull down menu and selecting “[Application for Transport Canada Transportation Security Clearance](#)” button.

IMPORTANT NOTE: Applicants are no longer required to print out applications, but it is beneficial for you to understand what is asked of an applicant in the chances you need to assist them.

Please ensure that the applicant has read the information provided by Transport Canada before they select the “apply” button, on the website.

If you need assistance during the application stage, videos have been created by Transport Canada to help “[Transport Canada Self Help Videos](#)”

STARTING THE APPLICATION

1. Select “New” or “Renewal”. A renewal is for those that have had a TSC in the last 2 years
2. Choose Airport when offered the option of Airport or Marine Port (If you Choose Marine Port, there is no option for the Calgary Airport on the next page)
3. Choose “Calgary International Airport” as the enrollment site.
4. The Occupation option have been streamlined. You may not see your actual title, but your Job function should be listed. If not, select Other, and input your job function
5. Use Company’s local address not Headquarters address, if possible
6. Having the applicant know the correct signing authority will become crucial going forward. Make sure all staff are aware of their signing authority
7. “Sponsor” is the company that is requesting the TSC - This should also be reflected in section 36 of the Transport Canada Application
8. We cannot accept applications that have no signing authority name. If application says, “Insert Name Here”, that must be fixed for us to process the application.

INFORMATION REQUESTED IN THE APPLICATION

CONTACT INFORMATION

- Client should be using an email address and phone number, they have access to and intend to keep as if Transport Canada has any questions, they will contact them on that email.
- A company phone number can be used i.e., HR’s direct contact

APPLICANT DETAILS

- Only use information found on Official documents, Birth Certificate, Landing Paper, or Citizenship document.
- The Pass Office will only use the official information for your file reflected on your government issued document
- If the name on ID's differ (eg, birth certificate/PR/Citizenship – Primary document, verses Passport – Secondary document), the information provided on the primary document will be used.

NAME HISTORY

- Only use information that is found on primary documentation
- Certain countries do not require Surnames/Given names for the unwed
- Detail every name change. Include changing back to a maiden name after separation or divorce
- Passes cannot be printed to reflect a middle name or assumed name
- We cannot change a name in our system unless it was a legal name change. They must have proper supporting documentation which has to be submitted to Transport Canada.

BIRTHPLACE OR CITIZENSHIP

- For those born outside of Canada, we require the following information on the Transport Canada application
- Point of entry into Canada: The port you entered to obtain your landing papers
- Date of Entry: The date you received your landing papers, not the date you first arrived in Canada
- For refugees select other and provide document information
- Country of the passport is the country issuing the passport not the country where the passport was obtained

CRIMINAL HISTORY

- Having a criminal history does not automatically prevent you from obtaining a TSC
 - A review of your history is completed by RCMP and CSIS to verify accuracy
 - Providing false information can result in refusal and a ban from apply for a TSC for at least 5 years
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EDUCATION

- Only needs to be filled out if Secondary Education was started more than 5 years ago
- Make sure to include all Institution attended

RESIDENCES (SECTION 35)

- Include all places that you have resided in the Past Five years
- Travel related 6 months or less: If you have maintained one residence for the entire time you were travelling and do not need to break up the stay at that residence; this will remain your primary residence as this is where the mail would have been sent while you were away.
- If you have spent extended periods (6 months or more) in other places or have worked outside of the city of your primary residence, make sure to include all locations that were stayed at.

ACTIVITIES (SECTION 36)

- Include all education, employment, volunteer work, and unemployment in this section
- If unemployed use home address of the time for the work address
- If moved while unemployed stop one block of unemployment and start a new block with the updated address
- If working remotely, please indicate work was remote, the address of the company does not need to match the address of residence
- If going to school, and during the summer months not employed, this must be broken down and have unemployment during those months
- If providing HQ address which is not in province of work, provide note of explanation.

TRAVEL (SECTION 37)

- Only include travel between 90 days but less than 6 months, please input this into Section 37
 - Travel over 6 months should be placed in section 35 and 36 (Residences and Activities, respectfully)
 - Travel to US not required
 - Living in the US not required here but still must be included in the Resident section of the Transport Canada Application
 - If travel occurred before the age of 16, extra documentation is not required.
 - If travel occurred before first PR issued, it needs to appear in the travel section, but no extra documentation is required
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OUT-OF-COUNTRY INFORMATION

IMPORTANT INFORMATION: Transport Canada has created an easier way for applicants to know what they need to bring to their appointment, as well as what documents they must provide and upload, if they have spent more than 6 months out of Canada.

TRAVEL (ADDITIONAL INFORMATION)

For travel 6 months to 2 years, additional documentation must be added to the applicant's application:

Travel from 6-24 Months

- Police Certificate
- Statement of activities

TRAVEL (ADDITIONAL INFORMATION)

Travel from 24 Months & Beyond

- Police certificate
- Statement of activities
- Documents to support residency
- Documents to support employment, education and/or activities



You must attach the following documents:

Upload each document in the order presented:

- Study permit (front side of document only)
- Passport (2 inside pages only - page with your signature and page with your picture and details)



Use the second paperclip to attach your Out-of-Country documents:

Upload each document in the order presented:

- **Police certificate:** Philippines, from 2018-10 to 2022-12
- **Police certificate:** United Arab Emirates, from 2018-04 to 2018-10
- **Proof of activity:** Self-employment, Philippines, from 2018-10 to 2022-12
- **Proof of activity:** Unemployment, United Arab Emirates, from 2018-09 to 2018-10
- **Proof of activity:** Employment, United Arab Emirates, from 2018-04 to 2018-08
- **Proof of travel:** Work, United Arab Emirates, from 2018-04 to 2018-10
- **Proof of residency:** United Arab Emirates, from 2018-04 to 2018-10
- **Proof of residency:** Philippines, from 2018-10 to 2022-12

You don't need to print your application!
DocuSign will send your completed file to your enrolment site.

Don't forget!

You must **bring all the documents listed above with you to the enrolment site** (must be originals or certified true copies).

*Originals or copies of your out-of-country documents are accepted
You must also **bring with you a valid photo-bearing identification card**, or a document issued by the Government of Canada or by a province or by a municipality in Canada.

All supporting documents must be translated in French or English, and original documents should be submitted, along with the untranslated documents

[Guideline for Out-Of-Country Documents](#) by Transport Canada provided here.

BULLETIN 85

When applicants have been advised that their application was denied under Bulletin 85, this means that the applicants OUT OF COUNTRY documents were not sufficient, and they are required to apply again. The applicant will receive a letter by general mail from Transport Canada with the information that wasn't included in their application before the Pass Office gets notified.

At the time of the Pass Office receiving the letter of the TC Suspension, the applicants Temp Badge will be voided, a letter will go out to the Senior Signing Authority and the applicant will be required to reapply. Reapply requires the same forms as a New Enrollment.

FOREIGN NATIONALS

As per the guidelines set down by the Transportation Canada Security Clearance program, foreign nationals are required to submit a letter of non-threat.

II.6 Foreign Nationals

The following documentation must accompany the application

1) A certificate signed by an official of the foreign government, foreign air carrier or foreign company stating that:

a) the applicant is an employee of the government, air carrier or company; and

b) the applicant's presence in the restricted area will not constitute a threat to transportation security.

2) Documentation issued by Citizenship and Immigration Canada indicating that the applicant complies with the requirements of the Immigration and Refugee Protection Act and the Immigration and Refugee Protection Regulations.

3) A photo-bearing identification document issued by the company or government concerned.

4) Where applicable a letter of introduction signed by an official of the foreign manufacturer to the client Canadian air carrier stating that:

a) the applicant is a representative of the foreign manufacturer; and

b) the customary reliability checks of the applicant were conducted by the foreign manufacturer.

5) Where applicable a letter from the Canadian air carrier attesting that the representative's presence in the restricted area is necessary to meet the conditions of after sales service and stating the expiry date of the service agreement.

Where applicable a certificate signed by an official of the Canadian air carrier stating that the foreign national has been directly employed by the Canadian air carrier or by the foreign company for the previous five years.

APPOINTMENTS

All appointments must be booked [online](#). We will not book in person, on the phone, or by email.

Whenever possible, appointments should be booked under the name of the person coming to the appointment.

We have different appointments for different actions in the Pass Office. Help your employees book the right one. We won't have the time to complete everything required, based on the wrong appointment type booked.

IMPORTANT INFORMATION: It is important to make sure your employees are fully prepared for their appointment with correct documentation and ID's, to avoid delays in their application being processed and multi-visit to the Pass Office. Please have your employees read all the information and guidelines provided on our web page.

TURN AWAY

If a client is late 5 minutes or more to their appointment, we will not be able to complete their appointment. We will, however, talk with the applicant if they show up within appointment time. They will not be charged for being late (if the applicant shows up within their appointment time) and we will mark them as a turn away.

Our schedule is based on scheduled timed appointments, and are back-to-back, therefore, there is no room for processing after a 5-minute delay. We have limited stations and processors available.

NO SHOW

If they are late, arriving after the scheduled time of their appointment, we will not process but advise the client to rebook. They will need to pay a NO SHOW fee of \$50 before we can process them on their next scheduled appointment.

20 Minute RAIC Appointment:

- Print or reprint RAIC or any changes to current RAIC/Temp badge
- Extend Temp Badge (*clearance has not arrived*)
- Renewal of ID Badge or Print an ID Badge
- Adjust Parking
- Airport Transfers
- Visitor Pass Audits/Pick up Visitor Passes
- Issuing Keys

30 Minute Appointment:

These appointments are designed to be able to submit AFIS, record information and print a badge

- New Enrollment (*Applying or reapplying to Transport Canada*)
- Renewal
- Bulletin 85 reapply

PARKING

- We can only validate an applicant's parking ticket from P1, if they currently do not have employee parking at the airport.
- When the applicant has parking activated on their current badge, they are REQUIRED to park in the lot that is designated to them.
- If an applicant does not have employee parking at the airport, we can validate their parking.

REQUIRED FORMS AS PER APPOINTMENT TYPE

Each Appointment can be different, so specific forms must be submitted at your employee's appointment. Please ensure that all forms are with your employees at the time of their appointment.

All forms can be found on the YYC website under Calgary Airport Authority -> [Pass Office](#). All YYC forms are valid for 60 days from the date of employer signature

NEW ENROLLMENT (*applying to Transport Canada for the first time*):

- RAIC or ID Badge form*
 - Complete both CASAP modules – National and YYC
 - Transport Canada Application* completed via DocuSign with supportive documents attached
 - Airport Keys & Access form* (IF applicable)
 - Parking form* (IF applicable)
 - Original IDs used on the Transport Canada Application
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TRANSFER *(from a different Airport and clearance is still valid):*

- RAIC or ID Badge form*
- Complete both CASAP modules – National and YYC
- Airport Keys & Access form* (IF applicable)
- Parking form* (IF applicable)
- Government issued photo ID

RENEWAL *(must be completed 6 months before expiry date of current RAIC):*

- RAIC or ID Badge form*
- Complete both CASAP modules – National and YYC
- Transport Canada Application* completed via DocuSign with supportive documents attached
- Airport Keys & Access form* (IF applicable) only if there are changes in your access
- Parking form* (IF applicable) only if changes in your lot or license plate(s), or vehicle(s)
- Original IDs used on the Transport Canada Application

When RETURNING TO WORK *(if clearance is still valid):*

- RAIC or ID Badge form*
- Complete both CASAP modules – National and YYC (if gone for 6 months or more)
- Airport Keys & Access form* (IF applicable)
- Parking form* (IF applicable)
- Government Issued ID

When CHANGING/ADDING EMPLOYER:

- RAIC or ID Badge form*
- Airport Keys & Access form*
- Parking form* (IF applicable)
- RAIC/TEMP/ID BADGE (current)

*Must be signed by a signing authority.

AT THE TIME OF APPOINTMENT

For all New Enrollments (looking to obtain a Transport Canada Security Clearance) or Renewal, all applicants are required to bring in the information that has been requested of them from Transport Canada list (see *Out-Of-Country* section for list example)

If the applicants Transport Canada Application is declined by the Pass Office, the applicant will be notified about why it was declined as DocuSign will not provide a reason. They will then be asked to resubmit their application to the Transport Canada website, and to make the necessary corrections to their application.

The Pass Office is unable to photocopy, upload or send a document that was not uploaded into their application and changes cannot be completed on a Transport Canada Application that was already submitted.

AFTER APPLYING

TEMP BADGES

Temp badges are given out at every New Enrollment, Reapplication and Renewal (when clearance has expired). Temp badges contain two cards (a front plate and a Prox card) and are only valid for 6 months. It is important to always keep both cards on you as losing one card will still be considered losing your entire badge. They also must be present when clearance has been granted as the PROX (white) card is what we print RAIC's on. An appointment must be booked before the expiration date of temp badge, for the Pass Office to print or extend a Temp badge.

CLEARANCE TIME FRAME

Clearance generally takes up to 6 months and in some cases, up to a year to be approved by Transport Canada. The Pass Office has no say in what clearances get pushed first, it is entirely up to Transport Canada of how long it takes to get approval.

CLEARANCE ARRIVAL

When clearances arrive, we notify the Senior signing authority, and inform them that they can tell their employee that they can book a 20-minute appointment at the Pass Office. We do not inform applicants over the phone, email or in person when their clearance arrives. This duty is on the Senior signing authority to delegate the information to your designated or to the applicants themselves.

Senior or designated signing authorities can ask on behalf of their employees to see if clearance has arrived, but please know that some clearances do take some time to become approved.

At the Pass Office, we do not pre-print RAIC badges, but they are printed, encoded, and tested at the applicant's appointment. The badges are encoded with the applicants' biometrics so their identity can be confirmed at all NPS zones.

EXPIRED BADGES

If the applicants Temp Badge/RAIC/ID badge has expired, we required a RAIC or ID Badge form, to be filled out (indicating that the employee is still working with the company), so we are able to print out a new badge.

EXTENSIONS ON CLEARANCE

Transport Canada do not create extensions.

In the past, clearances were printed out, 4 to 6 months before the expiration date of the applicant's clearance. This is no longer in practice and all RAICs are printed out to the last day of their clearance.

We cannot print out additional clearance if a RAIC has expired; the applicant will need to submit a Transport Canada Security Clearance application first before we can print out a Temp badge.

CASAP (CANADIAN AIRPORT SECURITY AWARENESS PROGRAM)

For those applying for a Transport Canada Application, there are [2 CASAP modules](#) that must be completed at the time of their appointment:

- National Module
- YYC Security Awareness Module (*also includes an Active Shooter portion*)*

** active shooter training is a portion of the YYC CASAP training. The module does not stop at this section and an applicant will need to complete the training again if they did not continue past this point*

Both courses are mandatory for the following:

- New Enrollment
- Renewal
- A return to work after 6 months away from the Airport
- Transfer from another Airport

Make sure these are completed before your employee's appointment date.

The validity date of these modules are **6 months**. After 6 months, the applicant must complete the modules again. This standard is set and implemented by YYC Security and Calgary Airport Authority.

For those who do not require a Transport Canada Security Clearance, and only require an **ID badge**, are only required to complete the YYC Security Awareness CASAP module.

RAIC OR ID BADGE FORM (ALSO KNOWN AS A SHORT FORM)

- Requires Signing Authority Information and Signature
- Authorizes Pass Office to print a RAIC/Temp/ID badges for the requested individual
- Authorizes Pass Office to collect information of the requested individual
 - Eg: *Occupation change*
 - Employer change*
 - Name Change*
- Or when a badge has **Expired**, for **Renewals, Transfers and New Enrollments**
- Includes Security Policy which needs to be understood and signed by the applicant
- Allows the applicant to add additional employers to their RAIC

YYC CALGARY AIRPORT AUTHORITY

APPLICATION FOR RAIC OR ID BADGE

THIS FORM MUST BE FILLED OUT ELECTRONICALLY – HAND WRITTEN FORMS WILL NOT BE ACCEPTED

REQUESTING OFFICER			
As a Requesting Officer for my organization, I request that the Calgary Airport Authority issue a RAIC, Temp or ID Badge of the type indicated to this applicant. On behalf of my organization, I accept responsibility for the RAIC, Temp or ID Badge issued and commit to pay all fees levied by the Calgary Airport Authority for loss or misuse.			
NAME		POSITION	
EMPLOYER	CONTRACTED BY	DEPARTMENT, DIVISION OR CONTRACTOR NAME	
EMPLOYER ADDRESS (Street or Box number)			
CITY	PROVINCE	POSTAL CODE	BUSINESS PHONE
RAIC REQUESTED FOR (Check only boxes that apply) <input type="checkbox"/> RAIC <input type="checkbox"/> Canada Pass <input type="checkbox"/> Aircrew <input type="checkbox"/> ID Badge (Pre-Security Only)			NEW APPLICATIONS ONLY SECURITY CONTROL REQUESTED <input type="checkbox"/> Escort Required <input type="checkbox"/> Search Required
DATE APPLICANT COMPLETED SWING GATE ELEARNING (as applicable - must include Certificate and Access Level application form) (YYYY-MM-DD)			
DATE APPLICANT COMPLETED SUPPLY CHAIN TRAINING (YYYY-MM-DD)			
DATE OF APPLICATION (YYYY-MM-DD)	EMPLOYER SIGNATURE		CONTRACTOR SIGNATURE
APPLICANT			
SURNAME	GIVEN NAMES		BIRTH DATE (YYYY-MM-DD)
HEIGHT (Mandatory)	WEIGHT (Mandatory)	EYE COLOUR (At time of application)	HAIR COLOUR (At time of application)
HOME ADDRESS (Street or Box number)		CITY	PROVINCE
POSTAL CODE	MOBILE PHONE (Include area code)		WORK PHONE (Include area code)
HOME PHONE (Include area code)	OCCUPATION		
APPLICANT'S CONSENT AND CERTIFICATION			
For the purpose of this application for a Restricted Area Identity Card (RAIC) I consent to the collection and storage of the personal information on this application form. I understand that the information will be stored in the RAIC and Access Control computer systems of Calgary International Airport, and that I may obtain a copy of the stored information upon request. NOTE: The Pass Office destroys this form once the information is entered into the computer systems. I consent to the collection of the personal information that will be displayed on the RAIC, and the fingerprint and iris images that will be used to create the biometric template that will be stored on the RAIC. NOTE: The Pass Office does not retain any fingerprints or iris images; the biometric template created from these images is only stored on the RAIC card. I consent to the disclosure to the Canadian Air Transport Security Authority (CATSA) of the templates that will be stored on the RAIC. I certify that all the information set out by me in this application, including any supporting documentation, is true and correct to the best of my knowledge and belief.			
APPLICANT'S SIGNATURE		DATE	
NOTE: Consent may be given only by an individual who has reached the age of majority. Where an applicant is a minor, the signature of a parent, guardian or tutor is mandatory on both this form and the receipt form at the Pass Office. The parent, guardian or tutor who signs the consent must be in attendance at the Pass Office while this application is being processed. Photo ID will be required.			

IMPORTANT INFORMATION: When completing a Transport Canada Application with multiple employers, all employers must fill out a RAIC or ID badge for the applicant's renewal process

KEYS AND ACCESS REQUEST FORM

- Requires Signing Authority Information and Signature, with the proper access levels required for applicant occupation.
- YYC Security determines the access allowed per occupation
- Required to make any access adjustments
- Can be used to assign access to **Restricted access levels** with proper signature used for both Keys and access
- Swing gate access requires a controlled access level approval and signature

YYC CALGARY AIRPORT AUTHORITY **APPLICATION FOR AIRPORT KEYS & ACCESS**
TO BE COMPLETED BY THE REQUESTING OFFICER

THIS FORM MUST BE FILLED OUT ELECTRONICALLY – HAND WRITTEN FORMS WILL NOT BE ACCEPTED

APPLICANT			
SURNAME	GIVEN NAMES	BIRTH DATE (YYYY-MM-DD)	
EMPLOYER	CONTRACTED BY	DEPARTMENT, DIVISION OR CONTRACTOR NAME	POSITION

REQUESTING OFFICER		
As a Requesting Officer for my organization, I request that the Calgary Airport Authority issue the keys and access card listed below to the individual named above. On behalf of my organization, I accept responsibility for the items issued and commit to pay all fees levied by the Calgary Airport Authority for loss or misuse, and for the cost or any changes to key, lock or access control systems occasioned by this loss or misuse.		
EMPLOYER	CONTRACTED BY	NAME
DEPARTMENT, DIVISION OR CONTRACTOR NAME		POSITION
BUSINESS PHONE (Including area code)	DATE OF APPLICATION (YYYY-MM-DD)	SIGNATURE

ACCESS LEVELS REQUESTED	CONTROLLED ACCESS LEVEL APPROVAL VERIFIED Name: _____ Signature: _____ Date: _____
ACCESS LEVEL EXPIRY DATE(S) (If applicable)	

KEYS REQUESTED (E.G. ske-123)	KEY LEVEL APPROVAL VERIFIED Name: _____ Signature: _____ Date: _____
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Who can obtain access at YYC

- Transfer to YYC
- Hold a Canada Pass
- Hold a YEG RAIC

A list of access levels available to your organization is available upon request from the Pass Office.
Requests such as "the same as ..." or "the doors that lead to ..." **will not be honoured.**

IMPORTANT INFORMATION: No access can be added on RAIC or Temp badge that is issued out of city, except for a Canada Pass. A RAIC or ID badge and Access form must be given at the client's appointment before we are able to add access to a Canada Pass.

Keys: if keys have been requested, the client has 2 weeks after being notified in order to pick up their keys. After 2 weeks, keys will be returned to the vault and another Keys and Access form must be submitted.

EMPLOYEE PARKING FORM

- Requires Signing Authority Information and Signature
- Requires lot selection
- Requires Accounting Code
- There is a company pay and personal pay form
- Personal pay requires credit card
- There are no upgrades being offered
- Department/Accounting code must be present on all forms
- Forms must be typed out and signed.

Employee Parking Permit Application - Company Pay

Applicants must appear in person with this completed form to the Pass Control Office located in the Main Terminal, Mezzanine Level. Appointments must be booked in advance at <https://www.yyc.com/en-us/calgaryairportauthority/passoffice.aspx>

Pass Control Office
Mon – Fri, 8:00 am – 3:00 pm
(Closed for lunch)
403-735-1500
parking@yyc.com

***Mandatory fields**

*Employee Name		*Date		
*Company/Organization		*Department / Accounting Code		
*Company Phone Number	*Cellphone Number	*Company Employee Number		
*Email Address				
*Vehicle #1				
*License Plate	*Color	*Make	*Model	*Province
Vehicle #2				
License Plate	Color	Make	Model	Province
<p><i>I have read and understand the parking regulations. I agree it is solely my responsibility to abide by these regulations and understand that a violation of one or more of these regulations may result in ticketing, towing and/or loss of my parking privileges. For the purpose of this Parking application, I consent to the collection and storage of the personal information and I understand that the information will be stored in the RAIC and Access Control computer systems of Calgary International Airport and that I may obtain a copy of the stored information upon request.</i></p>				
*Applicant Signature		*Date		
<p align="center">*COMPANY AUTHORIZATION FOR NEW PERMIT</p> <p>*LOT: <input type="checkbox"/> Green <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Orange <input type="checkbox"/> Grey <input type="checkbox"/></p> <p>Issuance of Employee Parking Permit to the above named Permit Holder is authorized by:</p> <p>*Name _____ *Position _____ *Company _____</p> <p>*Effective Date _____ *Signature _____ *Date _____</p> <ul style="list-style-type: none"> It is the responsibility of an invoiced company to ensure that their employee's parking permit/ProxCard is returned to the Employee Parking Office upon their termination. Billing will continue until the permit and ProxCard have been returned or Lost/Stolen fees paid. The fee for a Lost/Stolen/Non-Returned parking Permit/Prox is \$25.00 (+GST). The fee is refundable on return of Permit/ProxCard card within 30 days of deactivation and/or notice. Parking rates and/or associated fees are subject to change without notice. 				
OFFICE USE ONLY				
PERMIT # _____ PROX # _____ EXPIRATION: _____ INITIALS: _____				

Please contact parking@yyc.com if you are not sure of lot or accounting code assigned for your company.

CANADA PASS APPLICATION

- Application for a RAIC that can be used to enter the Restricted Area at multiple Canadian airports
- Requires signing authority signature
- Is printed for entire clearance
- Forms must be sent off to YYC Security for approval before the Pass Office is able to issue a badge
- Both sides of application must be submitted and can be submitted over email
- We will notify the applicant when their application has been approved and when they can book an appointment with the Pass Office.

APPLICATION FOR CANADA PASS

TYPE THE INFORMATION REQUIRED USING TAB TO NAVIGATE FROM FIELD TO FIELD.
PRINT DOUBLE SIDED ON 8 1/2" X 14" (LEGAL SIZE) PAPER.

<input type="checkbox"/> NEW			<input type="checkbox"/> RENEWAL			<input type="checkbox"/> REPLACEMENT		
PART 1 - APPLICANT								
SURNAME		GIVEN NAMES				DATE OF BIRTH YEAR MONTH DAY		
CURRENT CALGARY PASS NUMBER YYC								
EMPLOYER (Company name)			Applicant's Occupation			Applicant's Work Phone Number		
COMPANY ADDRESS								
CITY		PROVINCE		POSTAL CODE				
HOME ADDRESS								
CITY		PROVINCE		POSTAL CODE				
HOME TELEPHONE NUMBER				CELL PHONE NUMBER				
AIRPORTS VISITED AND FREQUENCY OF VISITS (Attach a separate sheet if more space is required)								
LAST THIRTY DAYS:		# of visits		ANTICIPATED DURING THE NEXT THIRTY DAYS:		# of visits		
Airport				Airport				
DUTIES PERFORMED WITHIN RESTRICTED AREAS AT THESE AIRPORTS: (Attach a separate sheet if more space is required)								
REASONS IT IS NOT FEASIBLE TO MAKE PASS EXCHANGE ARRANGEMENTS AT THE AIRPORTS LISTED ABOVE: (Attach a separate sheet if more space is required)								
I, the undersigned, certify that the information set out by me in this document is true and correct to the best of my knowledge and belief.								

APPLICATION FOR CANADA PASS - PAGE 2

PART 2 - COMPANY DESIGNATED REQUESTING OFFICER		
I, the undersigned, certify that the individual named on the reverse is employed by my organization, that a Canada Pass is essential for them to effectively carry out their assigned duties, and that the information set out in this document is true and correct to the best of my knowledge and belief. I also certify that I have read the relevant excerpts of the Canadian Aviation Security Regulations, acknowledge that my corporation has specific responsibilities regarding Airport Restricted Area Access Passes issued on my request, and realize that the maximum amount payable by my organization for contravention of these regulations is \$25,000.		
Requesting Officer's Name	TITLE	SIGNATURE
BUSINESS PHONE NUMBER	DATE	
Comments of Requesting Officer		
PART 3 - PASS CONTROL		
FILE NUMBER	CLEARANCE EXPIRY DATE	
1909		
VERIFIED BY Name	Date	SIGNATURE
OTHER INFORMATION		
PART 4 - SECURITY MANAGER CALGARY AIRPORT AUTHORITY		
CANADA PASS AUTHORIZED:		
SIGNATURE	DATE	
Comments of Security Manager		
CANADA PASS DENIED FOR THE FOLLOWING REASONS:		
SECURITY MANAGER'S SIGNATURE		
DATE		
Comments of Security Manager		
PART 5 - RECEIPT OF CANADA PASS		
I, the undersigned, certify that:		
I am the applicant named on the face of this form;		
I have received Canada Pass YYC _____;		
I have received a copy of the Terms of Issue, and that I have read, understood and agree to abide by these terms of issue.		
RECIPIENT'S NAME	Date	SIGNATURE
WITNESS'S NAME	Date	WITNESS'S SIGNATURE

LOST OR STOLEN PASSES OR KEYS REPORT

All signing authorities and holders of a RAIC have a duty to inform the Pass Office when a RAIC has been stolen or lost. This ensures the safety of the airport as well as the holder of a RAIC.

Leaving a RAIC in the vehicle is not considered a safe location.

If an employee's RAIC or key is stolen, the employee is required to submit evidence of a valid police case number and a copy of a written statement to the Pass Control Office. Police case numbers are verified by CPS.

LOST OR STOLEN PASSES OR KEYS REPORT

Any person who has lost or had any of the following items stolen is required to fill out this report and submit it to the Pass Office. The items include: RAIC, Temp Badge, ID Badge or keys. **ALL INFORMATION MUST BE TYPED.**

APPLICANT INFORMATION			
SURNAME	GIVEN NAME(S)	WORK PHONE	EMPLOYER
OCCUPATION	SIGNING AUTHORITY (Name)	SIGNING AUTHORITY SIGNATURE	
CURRENT RAIC OR TEMP NO. YYC	PASS/BADGE TYPE (If applicable) <input checked="" type="radio"/> Search <input type="radio"/> Escort <input type="radio"/> RAIC <input type="radio"/> Canada Pass <input type="radio"/> Air Crew		
LOST OR STOLEN ITEM INFORMATION			
<input checked="" type="radio"/> LOST <input type="radio"/> STOLEN		LAW ENFORCEMENT FILE NO.	POLICE DEPT.
KEY (Provide key details e.g. SS-1234)		PASS (Provide pass details e.g. RAIC, Temp Badge or ID Badge)	
Please provide the following details of the loss or theft in the area provided below: <ul style="list-style-type: none"> When, where and how the loss occurred When and where the item(s) was last in your possession When, where and how the item disappeared The efforts taken to recover the item(s) 			
Applicant Signature:		Date	
FOR PASS CONTROL USE			
Review by the Calgary Airport Authority Security Department is required:		<input type="radio"/> YES <input checked="" type="radio"/> NO	
Security Department Signature:		Date	
<input checked="" type="radio"/> 1 st LOSS <input type="radio"/> 2 nd LOSS <input type="radio"/> 3 rd LOSS	\$ _____ FOR RAIC/BADGE \$ _____ FOR KEYS		RECEIPT NO. _____
TOTAL AMOUNT DUE \$ _____	TOTAL AMOUNT RECEIVED \$ _____		
Accounts Receivable Clerk:	Signature		
Pass Control Officer Signature:	Date		

PENALTY FOR LOST RAICS:

<u>Lost Key:</u>	<u>Penalty:</u>	<u>Lost RAIC</u>	<u>Penalty</u>
1st Offence	\$25 + GST	1st Offence	\$100 + GST
2nd Offence	\$50 + GST	2nd Offence	\$200 + GST
3rd Offence*	\$75 + GST	3rd Offence*	\$300 + GST

- First and second offences will be dealt with at the Pass Control Office. A third offence* will require an in-person interview with the Security Department, prior to the Pass Control Office issuing a third replacement RAIC or key.
- If a reported lost RAIC or key is found, physical proof will need to be produced to the Pass Control Office within 5 business days of reporting the RAIC or key lost, for a refund to be considered.
- However, 25% of the administrative penalty will be retained by the Pass Control Office to cover administrative fees.

VISITOR PASS

To request visitor passes, a Designate or Senior Signing Authority must agree that the Staff Members needs to hold them and then fill out the online application.

The employee must have a valid Transport Security Clearance (RAIC) to hold Visitor Passes; using a temp badge is not allowed.

Reminder emails will be sent 10 days before audit is due. These are automated messages. If you get your audit done early these messages will still come 10 days before original audit day.

Visitor Passes are good for 1 year

Certificates (Blue and Yellow) are audited every 3 months. Certificates are only valid for 24 hours only

To provide an easy audit experience, please ensure that all Certificates are in numerical order, and stapled together

You must submit a new visitor pass application for us to issue you new visitor passes, as these need to be preapproved



APPLICATION TO HOLD A BLOCK OF VISITOR PASSES

In those rare instances where obtaining Visitor Passes would 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 APPLICATION MUST BE TYPED, SIGNED BY YOUR DESIGNATED REQUESTING OFFICER AND SENT TO THE PASS OFFICE FOR VERIFICATION.

APPLICANT INFORMATION		
COMPANY		DEPARTMENT/DIVISION (If "all" please specify)
COMPANY ADDRESS		
CITY	PROVINCE	POSTAL CODE
As Designated Requesting Officer for the company and division(s) identified above, I request that a block of visitor passes be issued to the individual whose particulars appear below. Drawing visitor passes from the Pass Office or on an on-call basis would not be feasible as this would cause severe operational implications for my organization. Following are the reasons:		

FOR RENEWALS, PLEASE PROVIDE THE FOLLOWING INFORMATION		
Number of passes currently held:	Number of passes requested:	
Number of Serial Certificates used:	Number of Airport Visitor/Block Pass certificates requested:	
Number of unused certificates returned:	Type of pass requested	<input type="checkbox"/> AIRSIDE <input type="checkbox"/> TERMINAL
Name of Designated Requesting Officer	SIGNATURE	DATE

PARTICULARS OF INDIVIDUAL AUTHORIZED TO DRAW THE BLOCK OF VISITOR PASSES		
SURNAME	GIVEN NAMES	EMAIL
WORK PHONE	MOBILE	POSITION

CALGARY AIRPORT AUTHORITY SECURITY DEPARTMENT APPROVAL		
<input type="checkbox"/> The issue of these passes is authorized	<input type="checkbox"/> The issue of these passes is not authorized	DATE
SIGNATURE	COMMENTS:	

FOR PASS OFFICE USE – Data verified prior to forwarding application to Security Department		
<input type="checkbox"/> This data has been verified	SIGNATURE	DATE
<input type="checkbox"/> Passes have been printed and the applicant has been notified via email	SIGNATURE	DATE

Only the holder of the Passes may issue a visitor pass. The Certificate must be filled out with all parties present. The issuer must verify that the person being escorted does not hold an active clearance.

The escort must be of the SAME company as the issuer.

Not to be used by anyone that has an ACTIVE CLEARANCE as this would give that person a 2nd document of entitlement.

PENALTY FOR LOST OR STOLEN BADGES:

<u>Visitor Pass:</u>	<u>Penalty:</u>
Visitor Passes	\$50 + GST (per pass)
Visitor Pass Certificates	\$50 + GST (per certificate)

*There are fines of \$50 plus GST for each Certificate or Pass that is missing at the time of your Audit

More information, applications and conditions can be found on the [Pass Office Website](#), under **Visitor Passes**.

Senior Signing Authority Confirmation

I understand that only my delegated or myself as Senior Signing Authority, are only allowed to ask about the personal information of my employees _____(Initial)

I understand the Failure to Return process and understand the punitive fees if an employee does not return their RAIC/Temp Badge _____(Initial)

I understand the Transport Canada Security Clearance Application process _____(Initial)

I understand the DocuSign process _____(Initial)

I understand what documents, IDs and trainings are required of my staff, and am confident in relaying this information to them _____(Initial)

Please sign, date, and send *(by email provided below)* this form as a confirmation that you have read this material, understood the duties and conditions of being a Senior Signing Authority.

If you have questions about any of the following information, please email joseph.ingrilli@yyc.com.

Name Of Senior Signing Authority

Name of Pass Officer

Company Name

Date of Signature

Date of Signature
