**APPLICATION PROCESS**

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.

**PASS CONTROL OFFICE**

<table>
<thead>
<tr>
<th>Hours of Operation</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Monday – Friday, 0730-1630 (closed on all holidays)  
*Please note: due to the amount of processing time required, no new applications will be accepted after 1530.* | Phone: 403-735-1320  
Email: passoff@yyc.com  
[Book an appointment](#) |

<table>
<thead>
<tr>
<th>Location</th>
<th>Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Located in the Domestic Terminal Building on the Mezzanine Level (3rd floor)</td>
<td>Applicants who do not have an employee parking pass may park in the Parkade. Pass Control will ONLY validate Long Term parking tickets.</td>
</tr>
</tbody>
</table>

**APPLICANT REQUIREMENTS**

- 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
- Any person applying for security clearance must submit all of the documents listed in the **ALL APPLICANTS** section
- Additional to the documents in the **ALL APPLICANTS** section, any person applying for security clearance must also submit all of the original documents applicable to their citizenship as listed below

**DOCUMENTS REQUIRED**

<table>
<thead>
<tr>
<th>ALL APPLICANTS</th>
<th>CANADIAN CITIZENS BORN IN CANADA</th>
</tr>
</thead>
</table>
| [Transportation Security Clearance (TSC) Application](#)  
[Calgary Airport Authority Application for RAIC, Temp or ID Badge](#)  
[Complete CASAP Training / Exam](#)  
Original, valid and government issued photo ID (e.g. Passport, Citizenship Card, Permanent Resident Card, Driver’s License, etc.) | Original Birth Certificate  
Current valid Passport, if applicant holds one |

*Please note: All forms are required to be filled out electronically – handwritten and incomplete forms will not be accepted.*

<table>
<thead>
<tr>
<th>CHILDREN BORN OUTSIDE CANADA TO A CANADIAN PARENT</th>
<th>NATURALIZED CANADIANS AND LANDED IMMIGRANTS</th>
</tr>
</thead>
</table>
| Certificate of registration of birth abroad  
Passport, if applicant holds one | A Canadian Citizenship Card, a valid Permanent Resident Card, or applicable IMM document  
Passport, if applicant holds one |

<table>
<thead>
<tr>
<th>REFUGEES</th>
<th>OTHER APPLICANTS BORN OUTSIDE CANADA</th>
</tr>
</thead>
</table>
| 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 | A document that indicates his/her legal entitlement to work in Canada (e.g. valid work visa/permit)  
Passport, if applicant holds one |
**Introduction**

Please indicate Language of preference: *(required)*

| English or French |

What type of (TSC) application is this? *(required)*

| New or Renewal |

**Requesting Authority**

Transportation facility / Enrolment site

| Calgary International Airport |

Applicant’s Pass ID *(required for Marine applicants only)*

| Not required – required for Marine applicants only |

**Full name of the registered Signing Authority**

**Reason for Application**

| Employment |

**Applicant’s current or proposed occupation**

| Job the applicant will be doing |

**Applicant’s current or proposed sponsor**

| Company requesting clearance |

**Current or proposed sponsor address**

- Street Number
- Street Name and Type *(e.g.: Oak Street)*
- Unit Number
- City
- Province/State
- Country
- Postal Code

Sponsor address that is connected to or based at YYC
## Applicant Contact Details

- **Best phone number to reach you:** (123-456-7890) *(required)*
- **Work Telephone:** (123-456-7890)
- **Email Address:** (ken@example.com)
- **Confirm email address:**

## Applicant - General

1. **Surname / Last Name:** *(required)*

2. **All given name(s):** *(no initials)* *(required)*

   - Indicate all your first and middle names in the same order as listed on your Canadian Birth Certificate or Immigration Documents.

3. **Usual given name used:** *(no initials)* *(required)*

   - Indicate which of the first/middle names identified above you commonly use.

4. **Date of birth:** *(YYYY-MM-DD)* *(required)*

5. **Surname at Birth:** *(required)*

6a. **All other name(s) used - Nickname(s) or Alias(es):**

6b. **All other Surname(s) used:**

   - Indicate any change of name? *(required)*

   - If you have legally changed any part of your full name, check **Yes** and complete questions 7 to 11

<table>
<thead>
<tr>
<th>Question 7 to 9 <em>(If you have ever changed your name)</em></th>
<th>Question 9 to 11 <em>(City, Province/State and Country where name change granted)</em></th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Surname: <em>(required)</em></td>
<td>City <em>(required)</em></td>
<td></td>
</tr>
<tr>
<td>Previous surname</td>
<td>Where the change happened</td>
<td></td>
</tr>
<tr>
<td>From Given name(s): <em>(no initials)</em> <em>(required)</em></td>
<td>Province/State</td>
<td></td>
</tr>
<tr>
<td>Previous given name</td>
<td>Where the change happened</td>
<td></td>
</tr>
<tr>
<td>To Surname: <em>(required)</em></td>
<td>Country <em>(required)</em></td>
<td></td>
</tr>
<tr>
<td>Current surname</td>
<td>Where the change happened</td>
<td></td>
</tr>
<tr>
<td>To Given name(s): <em>(no initials)</em> <em>(required)</em></td>
<td>Method: <em>(by what authority/reason)</em> <em>(required)</em></td>
<td></td>
</tr>
<tr>
<td>Current given name</td>
<td>How the change took place: i.e. registry, marriage</td>
<td></td>
</tr>
<tr>
<td>Date of change: <em>(YYYY-MM-DD)</em> <em>(required)</em></td>
<td><em>(Enter 01 for day when unknown)</em></td>
<td></td>
</tr>
<tr>
<td>YYYY-MM-DD - Date the change happened</td>
<td>*(            )</td>
<td></td>
</tr>
</tbody>
</table>

*Legal surname exactly as it's found on current Birth Certificate or immigration documents unless legally changed. In this case, document in name change section*

*All other names found on Birth Certificate or immigration documents. No initials*

*What most people call you. No initials*

*YYYY-MM-DD*

*Legal surname at birth*

*Any nicknames or aliases used*

*Any surnames used from marriage*

*Yes or No. If Yes, answer questions 7 to 11*
<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Gender</td>
<td>Official gender on Birth Certificate or Immigration documents</td>
</tr>
<tr>
<td>13. Height</td>
<td>Height in centimeters (cm)</td>
</tr>
<tr>
<td>14. Weight</td>
<td>Weight in kilograms (kg)</td>
</tr>
<tr>
<td>15. Hair Color</td>
<td>At the time of application</td>
</tr>
<tr>
<td>16. Eye Color</td>
<td>At the time of application</td>
</tr>
<tr>
<td>17. Were you born in Canada?</td>
<td>Yes or No</td>
</tr>
</tbody>
</table>

**If you were born in Canada**
- 18. Birth Certificate or Registration Number: Number matching your applicable document
- 19. Province of Issue: Province the document was issued in
- 20a. City of Birth: City of birth, if born in Canada
- 20b. Province of Birth: Province of birth, if born in Canada

**If you were born outside Canada**
- 21a. City of Birth: City of birth, if born outside Canada
- 21b. Country of Birth: Province of birth, if born outside Canada
- 21c. Present Nationality: Current citizenship
- 22. Port of Entry in Canada: Where you entered the country
- 23. Date of Entry: YYYY-MM-DD: YYYY-MM-DD – if exact date is unknown, use best guess

**Are you a naturalized Canadian?** (required)

**If you are a naturalized Canadian**

**To provide accurate information on the following items, we recommend that you have on hand your Citizenship Certificate/Card**

- 24. Certificate Number: Certificate number if you've become a naturalized Canadian
- 25. Date of Issue: YYYY-MM-DD: YYYY-MM-DD - Date certificate was issued
If you are not a naturalized Canadian

26. Other Certificate Numbers: (can include: Permanent Resident, Immigration, etc.) *(required)*

27a. Issue Date: *(YYYY-MM-DD)* *(required)*

27b. Expiry Date: *(YYYY-MM-DD)* *(required)*

28. Do you possess a valid passport? *(required)*

Yes or No. If passport is expired, select No

To provide accurate information on the following items, we recommend that you have your valid passport on hand.

29. Country of Issue: *(required)*

30. Passport Number: *(required)*

31. Expiry Date: *(YYYY-MM-DD)* *(required)*

Registry number of passport

YYYY-MM-DD – Date the passport expires

Nationality of Passport (e.g. Canadian, Indian, Philippines, etc.)

Applicant - Activities

32. Did you ever attend a post secondary institution? *(required)*

Yes or No

If you have ever attended a post secondary institution

33. Provide Post Secondary Institution details: *(required)*

List all attended institutions, beginning with the most recent. You can add or delete institutions if needed by clicking the 'Add institution' or 'Delete selected institution(s)' buttons below

- Name and full address
- If online, use official address and explain in the box provided at the end of the form

- No abbreviations
- If the Post Secondary dates fall within the last 5 years, they must also be included in question 36

34a. Have you ever been convicted in Canada or elsewhere of an offence for which you have not been granted a pardon? *(required)*

Yes or No

34b. If you have been convicted of an offence for which you have not been granted a pardon, please indicate the country: *(required)*

Select Country

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? *(required)*

Yes or No
35. Where have you resided in the last five (5) years? (required)

List all addresses inside and outside of Canada where you have resided in the last 5 years starting with the most recent. You must account for all months.

If you did not have a fixed address during the past 5 years, enter "00" in the Street Number and Postal/Zip Code fields, "No fixed address" in the Street Name field and indicate the city and the country you were in during that period of time.

- Work history (include every job worked in sequential order)
- Every educational facility attended
- Vacation history (Only for all travel that adds up to 90 days or more over the past 5 years)
- Full addresses including street numbers, unit numbers, & postal codes
- If working from home provide a company address and explain if different location than residence at the end of the form
- If unemployed be sure to use home address at the time of unemployment
- If a move occurred while unemployed be sure to include a new entry for the new address
- If taking online courses, use official address and explain in the box provided at the end of the form
- If attending school outside of primary residence make sure living addresses match
- Provide as much information as available for foreign travel – explain missing values in the box provided at the end of the form
- Include housing or dorm information if travelling for school
- When on a cruise, report each port visited and state residence as “No fixed address” with the applicable dates

36. What have you been doing for the past five years? (required)

Detail all your activities in the last 5 years (work, school, travel, unemployment, etc.). You must account for all months. Begin with the most recent activity. You can add or delete activities if needed by clicking the ‘Add activity’ or ‘Delete selected activity (ies)’ buttons below. To add a period of unemployment, indicate <Unemployed> in the 1st column; select <Work> in the 2nd column (Type) and insert your address where you resided during that period of unemployment in the 3rd column (Address).

When providing travel details, you do not need to provide all address details - only City and Country are required.

<table>
<thead>
<tr>
<th>Employer, School, etc. (required)</th>
<th>Type</th>
<th>Address</th>
<th>From Year</th>
<th>From Month</th>
<th>To Year</th>
<th>To Month</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>• No gaps in your location of residence, including all travel that adds up to 90 days or more over the past 5 years.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• Ensure you include addresses stayed at while travelling</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>• Provide as much information as available for foreign travel – explain missing values in the box provided at the end of the form</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>• Include housing or dorm information if travelling for school</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>• When on a cruise, report each port visited and state residence as “No fixed address” with the applicable dates</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Add address if not out of Canada and the US for more than 90 days added up, but living in the US for more than 90 consecutive days</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

37a. Have you ever traveled outside of Canada or the United States (for a period exceeding 90 days) within the last five years? (required)

Yes or No

37b. Travel: List addresses and countries visited within the last five years (for a period exceeding 90 days) outside Canada or the United States, excluding travel for government business. (Click the ‘Add travel’ button for additional rows or click ‘Delete selected travel(s)’ button to remove row(s)).

- List all travel outside of Canada and the US (e.g. Mexico, Europe, Asia, etc.)
- List every trip taken in the past 5 years ONLY if it adds up to 90 days or more over the last 5 years, and ensure you include addresses stayed at in box 35
- Do not include addresses here, but do include a reason for travel (e.g. pleasure, family visit, work, etc.)

January 2020
Marital Status

1. What is your current Status? (required)
   - Single, Married, Common-law, Separated, Widowed, or Divorced

   Definitions
   - **Single** – you have been single for at least 5 years. If you became single within the last 5 years, select Separated or Divorced.
   - **Common-law** – you are living in a conjugal relationship with another person (opposite or same sex), and have done so continuously for a period of at least one year.
   - **Separated** – you have been living apart from your spouse or common-law partner because of a breakdown in the relationship for a period of at least 90 days and you have not reconciled.

2. Date of the Event (other than single): (YYYY-MM-DD) (required)
   - YYYY-MM-DD – required for all status except Single

Current Spouse/Common-Law Partner

3. Surname: (no initials) (required)
   - Current legal last name of spouse

4. Full given name(s): (no initials) (required)
   - All other legal names of spouse

   Include all given names (first and middle names) in the same order listed on the Canadian Birth Certificate or Immigration Documents

5. Maiden name: (no initials) (if applicable)
   - If applicable – surname at the birth of spouse

6. Gender: (required)
   - Gender on official document

7. Date of Birth: (YYYY-MM-DD)
   - YYYY-MM-DD

8. Date of Death: (YYYY-MM-DD) (required if widowed)
   - If widowed – YYYY-MM-DD

9. Are you currently residing with your current spouse/common-law partner? (required)
   - Yes or No – If no, fill in address below

   Present address (If different from applicant's)
   - Street Number
   - Street Name and Type (e.g.: Oak Street)
   - Unit Number
   - City
   - Province/State
   - Country
   - Postal Code

   Spouse's current address, if different from your address
25. Present address:
Street Number
Street Name and Type (e.g.: Oak Street)
Unit Number
City
Province/State
Country
Postal Code

Select unknown if not in contact with former spouse. Explain in the 'unknown values' box at the bottom of the form.

Please provide a reason for any unknown values (required):

Provide any additional details or clarification of responses as required.

Would you like to save a copy of your application form? (required) Yes or No

Submit and Print  Reset