

APPLICATION PROCESS	
<p>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.</p>	
PASS CONTROL OFFICE	
<p>Hours of Operation Monday – Friday, 0730-1630 (closed on all holidays) <i>Please note: due to the amount of processing time required, no new applications will be accepted after 1530.</i></p>	<p>Contact Information Phone: 403-735-1320 Email: passoff@yyc.com Book an appointment</p>
<p>Location Located in the Domestic Terminal Building on the Mezzanine Level (3rd floor)</p>	<p>Parking Applicants who do not have an employee parking pass may park in the Parkade. Pass Control will ONLY validate Long Term parking tickets.</p>
APPLICANT REQUIREMENTS	
<ul style="list-style-type: none"> 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	
ALL APPLICANTS	CANADIAN CITIZENS BORN IN CANADA
<ul style="list-style-type: none"> 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.) <p><i>Please note: All forms are required to be filled out electronically – handwritten and incomplete forms will not be accepted.</i></p>	<ul style="list-style-type: none"> Original Birth Certificate Current valid Passport, if applicant holds one
CHILDREN BORN OUTSIDE CANADA TO A CANADIAN PARENT	NATURALIZED CANADIANS AND LANDED IMMIGRANTS
<ul style="list-style-type: none"> Certificate of registration of birth abroad Passport, if applicant holds one 	<ul style="list-style-type: none"> A Canadian Citizenship Card, a valid Permanent Resident Card, or applicable IMM document Passport, if applicant holds one
REFUGEES	OTHER APPLICANTS BORN OUTSIDE CANADA
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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

Requesting Authority Name

Full name of the registered Signing Authority

i Indicate the full name of your hiring manager (example: John Smith)

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

i Indicate the full name of the company/sponsor/employer

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)**

10 digit number (i.e. 123-456-7890)

Work Telephone: (123-456-7890)

10 digit number (i.e. 123-456-7890) and extension, if applicable

I would like Transport Canada to send me, via email, information about my Transportation Security Clearance. Consent can be withdrawn at any time **(required)**.

Yes or No. If yes, provide email below

Email Address: (ken@example.com)

Example: ken@example.com

Confirm email address:

Matching above email

Applicant - General

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

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

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

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

i 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)**

What most people call you. No initials

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

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

YYYY-MM-DD

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

Legal surname at birth

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

Any nicknames or aliases used

6b. All other Surname(s) used:

Any surnames used from marriage

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

Yes or No. If Yes, answer questions 7 to 11

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

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

12. Gender: (required)	Official gender on Birth Certificate or Immigration documents
13. Height: (required)	Height in centimeters (cm)
14. Weight: (required)	Weight in kilograms (kg)
15. Hair Color: (At the time of the application) (required)	At the time of application
16. Eye Color: (At the time of the application) (required)	At the time of application
17. Were you born in Canada? (required)	Yes or No

If you were born in Canada

18. Birth Certificate or Registration Number: (required)	Number matching your applicable document
19. Province of Issue: (required)	Province the document was issued in
20a. City of Birth: (required)	City of birth, if born in Canada
20b. Province of Birth: (required)	Province of birth, if born in Canada

If you were born outside Canada

21a. City of Birth: (required)	City of birth, if born outside Canada
21b. Country of Birth: (required)	Province of birth, if born outside Canada
21c. Present Nationality: (required)	Current citizenship
22. Port of Entry in Canada: (required)	Where you entered the country
23. Date of Entry: (YYYY-MM-DD) (required)	YYYY-MM-DD - if exact date is unknown, use best guess
Are you a naturalized Canadian? (required)	Yes or No - Obtained Citizenship through immigration

i A naturalized Canadian is someone who did not receive citizenship through birth or parental descent

If you are a naturalized Canadian

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

24. Certificate Number: (required)	Certificate number if you've become a naturalized Canadian
25. Date of Issue: (YYYY-MM-DD) (required)	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)

If not a Canadian citizen, but legal to work in Canada (i.e. work permit, study permit, permanent residence card)

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

YYYY-MM-DD – Date the certificate was issued

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

YYYY-MM-DD – Date the certificate will expire

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

Yes or No. If passport is expired, select No

If you possess a valid passport

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

29. Country of Issue: (required)

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

30. Passport Number: (required)

Registry number of passport

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

YYYY-MM-DD – Date the passport expires

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)

i 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 (required)	Address	From Year	From Month	To Year	To Month	Delete
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- 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)

i 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.

<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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
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36. What have you been doing for the last five years? (required)

i 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

Employer, School, etc. (required)	Type	Address	From Year	From Month	To Year	To Month	Delete
<ul style="list-style-type: none"> • No gaps in your location of residence, including all travel that adds up to 90 days or more over the past 5 years. • Ensure you include addresses stayed at while travelling • Provide as much information as available for foreign travel – explain missing values in the box provided at the end of the form 		<ul style="list-style-type: none"> • 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 • 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 					

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))

<ul style="list-style-type: none"> • List all travel outside of Canada and the US (e.g. Mexico, Europe, Asia, etc.) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Do not include addresses here, but do include a reason for travel (e.g. pleasure, family visit, work, etc.)
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Marital Status

1. What is your current Status? (required)

Single, Married, Common-law, Separated, Widowed, or Divorced

i 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

i 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

10. Was your current spouse/common-law partner born in Canada?
(required)

Yes or No

If current spouse/common-law partner is born in Canada

11a. City of Birth: (required)

City of birth, if born in Canada

11b. Province of Birth: (required)

Province of birth, if born in Canada

12. Birth Certificate or Registration Number: (required)

Required if born in Canada – 'Unknown' will not be accepted

13. Province of Issue: (required)

Province the certificate was issued in

If current spouse/common-law partner is born outside Canada

14a. City of Birth: (required)

City of birth, if born outside Canada

14b. Country of Birth: (required)

Country of birth, if born outside Canada

15. Port of Entry in Canada: (required)

Where your spouse entered the country – 'Unknown' will not be accepted

16. Date of Entry: (YYYY-MM-DD)

YYYY-MM-DD – date your spouse entered Canada

17. Present Nationality: (required)

Spouse's current citizenship

Previous Spouse/Common-Law Partner

Have you had a spouse/common-law partner within the last five years? (required)

Yes or No

If you have a previous spouse/common-law partner

18. Surname: (required)

Current surname of former spouse

19. Maiden name: (no initials) (if applicable)

Surname at birth of former spouse

20. Full given name(s) : (no initials) (required)

All other legal names of former spouse

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

21. Gender: (required)

Official gender of former spouse

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

YYYY-MM-DD

23a. City of Birth:

City of birth

23b. Country of Birth:

Country of birth

23c. Province/State of Birth:

Province/State of birth

24. Date of Death (YYYY-MM-DD) (if applicable):

If applicable – YYYY-MM-DD

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