

PASS OFFICE REGISTRATION 3.0

July 2025



YYC

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VERISON CONTROL

VERSION	DATE	CHANGES MADE	PREPARED BY	APPROVED BY
1.0	January 2020	NEW	Emily Bochenksi	
2.0	July 2023	UPDATES	Paratna Datt	
3.0	July 2025	UPDATES	Heather Harrison	

DEFINITIONS

Senior Requesting Officer (SRO) - Transport Canada regulations define a Senior Requesting Officer as "a person who signs applications for restricted area passes or clearances and is:

- director of a company or a person authorized by the director, if the person is signing on behalf of the company; or
- partner of a partnership or a person authorized by a partner, if the person is signing on behalf of the partnership.

Designated/Delegated Requesting Officer - Individuals within an organization who are designated by the organization's Senior Requesting Officer to assist them with their appointment.

TSC: Transportation Security Clearance – All individuals seeking employment at the airport are required to undergo a comprehensive background check covering the past five years

TSS: Transportation Security Services - A secure government portal that enables applicants to submit their Transportation Security Clearance application, which must be initiated by their employer to begin the process

Restricted Area Identification Card – Also known as a Red RAIC. This card can only be printed once the applicants Transportation Security Clearance application has been approved by Transport Canada.

Temp Badge – After submitting their Transport Canada Security Clearance application, they are given a temporary SEARCH Required or AIRCREW Search badge so the applicant can work while waiting for their clearance to be approved by Transport Canada.

ID Badge – an Identification Card for employees who only work pre-security.

CASAP – the Canadian Aviation Security Awareness Program, comprising of national and local modules and mandated by Canadian Aviation Security Regulations 2012, Part 4, Division 0, Section 191(2) (f).

Prox Card - a proximity card, or prox card, is a "contactless" smart card which can be read without inserting it into a reader device. When held near an electronic reader, they enable the identification of an encoded number, producing a beep to indicate the card has been read.

UNDERSTANDING BADGE TYPES

Badges are based on the need and the right to an individual's job and responsibilities.

- A) An Identification Badge** is required if an employee's duties are **pre- security** only. The employee does not hold a Transport Security Clearance (TSC) while holding this badge and will not be able to access the restricted area.
- B) A Restricted Area Identification Card (RAIC)** is required if an employee's duties include work in **post-security** areas. A RAIC can only be obtained after receiving a Transport Security Clearance (TSC). A temp badge is issued to the applicant, so they can work while waiting for their TSC to arrive. RAIC temp badges are called Search/Escort badges.
 - i. **Multi-Employer RAIC** is required if an employee is going to be working post-security for more than one employer. If one of your employees already holds a RAIC with a primary company, it is your Senior Signing Authority's responsibility to ensure they obtain a Multi-Employer RAIC.

HOW TO REGISTER YOUR ORGANIZATION

To start creating a file for your company/organization, the YYC Pass Office (PCO) requires the following paperwork:

1. A Letter of Introduction addressed to the Pass Control Office, on Company Letterhead, with contact information, from an officer of the company, that has the following information provided:
 - a) Purpose to require Documents of Entitlement at YYC (work type, services rendered to what company(s))
 - b) Reason for needing access to the Restricted Area, -
 - c) Number of employees who will initially require a RAIC,
 - d) Designation of whom your company will act as the Senior Signing Authority.
 - i. *This person will be the main point of contact with the Pass Office and responsible for all dealings as required. Only one person may be the Senior Signing Authority at any given time.*
 - **For Senior Signing Authority form, [click here.](#)**
 - e) Designation of whom your company will act as the Delegated Signing Authority.
 - ii. *This person's job is to assist the Senior signing authority with Access issues, onboarding, filling out forms, etc. if the Senior is out of the office, busy or on vacation.*
 - **For Designated Signing Authority form, [click here.](#)**
2. Type out, print, and sign with a wet signature* the Senior and/or Delegated signing authority forms. Please read the information packages associated with these positions first.

For Senior Signing Authority Information package please [click here.](#)

For Delegated Signing Authority Information package please [click here.](#)

** Signing authority signatures must be wet on these forms for initial submission. Once registered and signature has been verified, you can, if you choose, use a digital ID signature, or a digitally rendered image of your wet signature.*

3. Once the letter, Senior Signing authority form and/or Delegated Signing authority forms have been completed, you may send them to passoff@yycc.com You can contact the Pass Office Manager at 403-735-1321 or Pass Office administrator at 403-735-7453 if you have any questions. The forms will be sent to YYC SECURITY for approval, and you will be notified of the decision via email by the Pass Office Manager or administrator.

Please note: The process may take up to three weeks to complete, depending on Transport Canada's and Calgary Airports Security managers' availability.

AFTER REGISTRATION

ACCESS – YYC SECURITY DEPARTMENT

After the organization has received confirmation of registration, they must reach out to YYC Security Department (Security@yyc.com) to complete a walk-through appointment, to determine the access levels and/or keys required for the organization to function properly, at YYC Airports.

- i. Access can be added to ID badges/Search Required Badges/RAICS, if it's a requirement of the job. To obtain access, the [Keys and Access form](#) must be typed out and signed. It must be brought to the employees' Pass Office appointment. Only a Senior or Delegated, or access releasing signing authority can sign the form. If no access is required, the form does not need to be filled out.

PARKING – YYC PARKING DEPARTMENT

Once you have completed the walkthrough with Security, you must then reach out to the YYC Parking Department (Parking@yyc.com) to set up your company paid parking file.

- ii. Parking can be added to ID badges/Temp badges/RAICs, if you are required to be at the airport. You must set up your parking file with the Parking Department to understand your accounting code and what parking lot your company has been designated to. To obtain parking, the [Employee Parking form](#) must be typed out, printed and signed. It must be brought to the Pass Office appointment. Only a Senior or Delegated can sign the form. If parking is not required, the form does not need to be filled out.

Please email the Pass Office manager or administrator with confirmation that the organization has had their appointments with Security and Parking, then you can begin the badging process.

CANADIAN AVIATION SECURITY AWARENESS PROGRAM – CASAP

The Canadian Aviation Security Awareness Program (CASAP) consists of two modules: *YYC Security Awareness* and *National*. These two training modules were created for all airport employees to provide an understanding of the security requirements and culture at YYC Calgary International Airport. Training is mandatory and must be completed before the applicant's appointment. CASAP training is only valid for 6 months, from the date of completion. The confirmation emails must be shown to the Enrollment officer at the Pass Office, at the time of their appointment, to prove they have completed these courses.

National and YYC CASAP modules must be completed for individuals who are applying for a RAIC.

YYC Security Awareness CASAP must be completed by all individuals. ID Badge only applicants, only need to complete the YYC module.

FOR YOUR INFORMATION

- At any time, applicants may be required to provide additional information.
- Some work permits or visas that are limited to an employer sponsoring the application or a location other than YYC Calgary International Airport may not be accepted.
- If the Applicant is a minor [in Alberta, this is an individual who is younger than eighteen (18) years of age], a parent or guardian should accompany the minor to the Pass Control Office. The parent or guardian must allow the Pass Office to obtain the minor's information by signing the application form.

CHANGING SENIOR SIGNING AUTHORITIES

In the chance that the Senior Signing Authority cannot fulfill their duties and the role must be passed onto someone else, the previous senior of the organization must send the Pass Office a letter of succession, on company letterhead, stating the change.

If the previous senior of the organization is no longer employed, the executive of the organization must provide a letter of succession, on company letterhead, stating the new change. Until there is a new senior in place, the Pass Office cannot submit any applications or forms.

Please note: Failure in updating information with the Pass Office may result in a fine.

If the organization requires a Restricted Area Identification Card (RAIC), please refer to 1.1.

If the organization requires an Identification Badges (ID), please refer to 1.2.

1.1 APPLYING FOR TSC (POST-SECURITY)

To apply for a TSC, you must first fill out your application through the TSS (Transportation Security Services) Platform.

All signing authorities must have an active TSC (Transport Canada Security Clearance) to utilize the TSS platform. Management of the system includes being able to onboard future employees and monitor employee application progress. To help at the start of registration, inform the Pass Office manager or administrator (indicate in email when sending completed signing authority forms) if you need to be onboarded.

Once onboarded, you will activate your account, fill out the TSC application, book an appointment with the Pass Office to submit forms, and obtain a temp badge. As soon as clearance is granted, you will have access to the platform to onboard new employees.

- A help guide to send future employees for TSS, please [click here](#).
- To review TSS Company Guide, please [click here](#).

In the meantime, while you are waiting for your clearance to be granted, the Pass Office manager or administrator can onboard new employees for you (email the employees' name, email, phone number and occupation).

An appointment with the Pass Office must be completed to submit your TSC application and obtain a temp badge (if required). Submitting the application on the TSS platform does not mean that your application has been sent to TC; it means that the application has been sent to the Pass Office to be reviewed at the appointment.

To submit the TSC application, the applicant or employer must book a [30-minute New Enrollment](#) appointment or a [40 min New Enrollment](#) – with Out of Country documents.

The applicant must complete/bring in the following to their appointment at the Pass Office:

1. Bring in the [Application for RAIC and ID Badge form](#), typed out, printed, and signed.
2. Bring in the ORIGINAL government IDS used on your TSC application (Canadian Birth Certificate, Canadian Citizenship, PR, Confirmation of PR, Work or Study Permit along with current Passport – *We cannot accept photo or photocopies of original documents*) and all out of country documents that were uploaded on application (*If applicable*)
3. Bring in a Canadian Criminal Background Check result (*Must have been issued in the last 3 months*)
4. Complete online security training called [YYC CASAP](#) & [YYC National](#)
5. Bring in the [Keys and Access form](#), typed out and signed (*If applicable*)
6. Bring in the [Parking Form](#), typed out and signed (*If applicable*)

All forms must be signed by the designated signing authorities and are only valid for 60 days after they have been signed.

Temp badges are given if everything above has been submitted, verified and confirmed. There are only two temp badges that are issued at YYC Airports:

- **Search/Escort Required*** - allows you access to the sterile area unescorted. While in the restricted area, any employee with a temp badge must be always escorted by an employee who has a valid RAIC. (e.g. on the apron, utility corridor in ITB, etc.)
- **Aircrew Search Required*** - allows you to access the same areas referenced above but only issued to Aircrew.

**A Canadian criminal background check must be submitted at time of appointment for this search/escort badge to be issued for 6 months. If there is no Canadian Criminal background check submitted, no temp badge will be issued.*

1.2 APPLYING FOR AN IDENTIFICATION BADGE (PRE- SECURITY)

To get an ID Badge, the applicant or employer must book a RAIC/id badge [20-minute appointment](#).

The applicant must bring/complete the following:

- a. Bring in the [Application for RAIC and ID Badge form](#), typed out, printed, and signed.
 - i. On the form for “RAIC Requested for” section, please be sure to check “ID Badge.”
- b. Bring a government issued photo ID.
- c. Bring in a Canadian Criminal Background Check result (*Must have been issued in the last 3 months*)
- d. Complete online security training called [YYC CASAP](#) .
- e. Bring in the [Keys and Access form](#), typed out and signed (*If applicable*)
- f. Bring in the [Parking Form](#), typed out and signed (*If applicable*)

All forms must be signed by the designated signing authorities and are only valid for 60 days after they have been signed.