This guide outlines and assists Toronto Pearson employees with the application process in obtaining Transportation Security Clearance and their Restricted Area Identity Card (RAIC). 2016
List 1  — Identification Required

Government documents required to obtain a RAIC and to bring to your appointment. Bring original documentation and a photocopy of both sides of each document.

- **Canadian Birth Certificate**  
  (Only Quebec birth certificates issued after January 1994 are accepted)

  Or;

  - **Canadian Citizenship Card**

  Or;

  - **Valid Permanent Resident Card and a Landed Immigration Document**  
    (IMM1000)

  AND;

- **Original Valid Passport**  
  If not valid, provide valid Canadian government photo ID AND;

  - **Driver’s Licence** (if available)

List 2  — Steps to obtaining your RAIC

- **Complete Airport Security Awareness Training**  
  Training information for Airport Security Awareness can be accessed by visiting [https://www.gtaa.org/pearsonawareness/index.php](https://www.gtaa.org/pearsonawareness/index.php)  
  *You could Google “Pearson Awareness” and click the Toronto Pearson Security Awareness Program icon to take this course.*

- **Complete the Transportation Security Clearance Application online**  
  You can complete this application by visiting [http://www.tc.gc.ca/eng/tscp-617.htm](http://www.tc.gc.ca/eng/tscp-617.htm)

- **Apply for your RAIC, and if required, a Security Keycard, AVOP, Parking etc.**  

- **Call 416-776- PASS (7277) for a Pass Office Appointment.**  
  Ensure your forms are completed, reviewed, and signed by your signing authority.
Contact Information

GTAA Pass/Permit Control Office

**Hours of Operation**
Monday – Friday
7:30 a.m. - 5 p.m.

*Closed weekends, statutory holidays and the second Thursday of each month.*

**Location**
The Pass/Permit Control Office is located in the Terminal 1 Parking Garage, Level 5.

**Contact Us**
Tel: (416) 776-PASS (7277)
pass.permits@gtaa.com

Airport Security Awareness Training Support
Tel: (416) 776-3697
zzg-securitytraining@gtaa.com

Signing Authority

**Who is a Signing Authority? How can they help me?**

**Signing Authority:** Someone your employer has designated and who is authorized by the Greater Toronto Airports Authority (GTAA) to review and sign your Airport Pass Permit Applications and Forms.

This person can offer you guidance in completing and reviewing your forms. They are considered the “**Requesting Authority**” when filling out your Application for Transportation Security Clearance.
Transportation Security Clearance Application

The following guide outlines various sections of the online Transportation Security Clearance Application and provides you an example of the correct way to complete this form.
**Introduction**

- **Type of Application**: Indicate **New** if this is the first time applying for Transportation Security Clearance or **Renewal** if you currently have clearance that is expiring in less than 11 months.

**Requesting Authority**

- Transportation Facility/Enrolment site is **Pearson International Airport**.
- Applicant's Pass ID - Leave Blank.
- Requesting Authority name is your employer/company's signing authority name.
- Reason for Application is (i.e. "To access the restricted area of the airport").
- Applicant's current or proposed occupation is your occupation or job title.
- Applicant's current or proposed sponsor is the name of your current employer/company.
- Current or proposed sponsor address - is your employer/company mailing address.

**Requesting Authority**

- **Transportation facility / Enrolment site**: Pearson International Airport
- **Applicant's Pass ID**: Leave Blank
- **Requesting Authority Name**: John Smith
- **Reason for Application**: To access the restricted area of the airport
- **Applicant's current or proposed occupation**: Station Attendant
- **Applicant's current or proposed sponsor**: ABC Airlines

**Current or proposed sponsor address**

- **Street Number**: 123
- **Street Name and Type (e.g.: Oak Street)**: Airport Drive
- **Unit Number**: Leave Blank
- **Municipality**: Mississauga
- **Province/State**: ONTARIO
- **Country**: CANADA
- **Postal Code**: L6V3K8
Applicant - General

• Item 1 - Surname is your **current last name.** (i.e. name assumed at **marriage** or any change of name where you have ID representing the new name should be included here.

• Item 2 - All given names include first and middle names in the same order as listed on your **Canadian Birth Certificate** or **Immigration Documents**.

• Item 3 - Name most used from your identification

• Item 5 - Enter surname at birth. (i.e. **name on Canadian Birth Certificate**)

• If you have changed any part of your name, indicate **YES** for name change and complete items 7 - 11. (i.e. **marriage**, or **adoption** name change).

### Name Change

• Complete items 7 - 11 if you have changed your name since birth, otherwise leave blank. This includes a name changed for **marriage** or **adoption** etc.

### Applicant - General

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Surname: (mandatory)</td>
<td>Right</td>
</tr>
<tr>
<td>2.</td>
<td>All given name(s): (no initials) (mandatory)</td>
<td>Steven David</td>
</tr>
<tr>
<td>3.</td>
<td>Usual given name used: (no initials) (mandatory)</td>
<td>Steve</td>
</tr>
<tr>
<td>4.</td>
<td>Date of birth: (YYYY-MM-DD) (mandatory)</td>
<td>1976-09-30</td>
</tr>
<tr>
<td>5.</td>
<td>Surname at Birth: (mandatory)</td>
<td>Williams</td>
</tr>
<tr>
<td>6a.</td>
<td>All other Given Name(s) used:</td>
<td></td>
</tr>
<tr>
<td>6b.</td>
<td>All other Surname(s) used:</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Indicate any change of name? (mandatory)</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>7a.</td>
<td>From Surname: (mandatory)</td>
<td>Williams</td>
</tr>
<tr>
<td>7b.</td>
<td>From Given name(s): (no initials) (mandatory)</td>
<td>Steven David</td>
</tr>
<tr>
<td>8a.</td>
<td>To Surname: (mandatory)</td>
<td>Right</td>
</tr>
<tr>
<td>8b.</td>
<td>To Given name(s): (no initials) (mandatory)</td>
<td>Steven David</td>
</tr>
<tr>
<td>9.</td>
<td>Date of change: (YYYY-MM-DD) (mandatory)</td>
<td>1976-10-17</td>
</tr>
<tr>
<td>10.</td>
<td>Municipality, Province/State and Country where name change granted:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Municipality (mandatory)</td>
<td>Toronto</td>
</tr>
<tr>
<td></td>
<td>Province/State</td>
<td>ONTARIO</td>
</tr>
<tr>
<td></td>
<td>Country (mandatory)</td>
<td>CANADA</td>
</tr>
<tr>
<td>11.</td>
<td>Method: (by what authority/reason) (mandatory)</td>
<td>Adoption</td>
</tr>
</tbody>
</table>
**Birth Certificate (Born In Canada)**

- Complete items 18 - 20b if you were born in Canada.
- Item 18 - Where there is a birth certificate number and a registration number; enter the registration number.

**If you were born in Canada**

18. Birth Certificate or Registration Number: (mandatory)  
19. Province of Issue: (mandatory)  
20a. Municipality of Birth: (mandatory)  
20b. Province of Birth: (mandatory)

**Born Outside Canada**

- Complete items 21 - 23 if you were born outside Canada.
- Item 22 - enter Canadian city or port.
- If you are a naturalized Canadian, indicate YES and complete items 24 - 25. Naturalized Canadian means you have your Canadian citizenship.

**If you were born outside Canada**

21a. Municipality of Birth: (mandatory)  
21b. Country of Birth: (mandatory)  
21c. Present Nationality: (mandatory)  
22. Port of Entry in Canada: (mandatory)  
23. Date of Entry: (YYYY-MM-DD) (mandatory)

Are you a naturalized Canadian? (mandatory)

**If you are a naturalized Canadian**

24. Certificate Number: (mandatory)  
25. Date of Issue: (YYYY-MM-DD) (mandatory)
Not a Naturalized Canadian

- Complete items 26 - 27 if you were born outside of Canada and you indicated **NO** when asked if you are a Naturalized Canadian.
- Complete items 29 - 31 if you indicated **YES** to possessing a valid passport.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>25. Other Certificate Numbers: (can include: Permanent Resident, Immigration, etc.)</td>
<td>5434623746</td>
</tr>
<tr>
<td>26a. Issue Date: (YYYY-MM-DD) (mandatory)</td>
<td>2006-09-12</td>
</tr>
<tr>
<td>26b. Expiry Date: (YYYY-MM-DD) (mandatory)</td>
<td>2016-10-22</td>
</tr>
<tr>
<td>28. Do you possess a valid passport? (mandatory)</td>
<td>Yes</td>
</tr>
<tr>
<td>29. Country of Issue: (mandatory)</td>
<td>UNITED STATES OF AMERICA</td>
</tr>
<tr>
<td>30. Passport Number: (mandatory)</td>
<td>4358922</td>
</tr>
<tr>
<td>31. Expiry Date: (YYYY-MM-DD) (mandatory)</td>
<td>2015-02-15</td>
</tr>
</tbody>
</table>
Applicant - Activities

• Item 32 - Post-Secondary Institution is a college, university, or any other education you received after high school.
• Item 33 - Name and address of institutions (address must include - street number, street name, city, province, postal code, country) and the duration you attended in chronological order. Note: any information entered in this item will need to be entered under items 35 - 36 if you attended the institution within the last 5 years.
• Once the form is printed initial where requested (Item 32 and 34).

Conviction of Offence

• Item 34 - Asks if you ever been convicted of an offence in Canada or another country for which you have not been granted a pardon. A Pardon means to release a person from the punishment that person incurred for some offence. Indicate YES/NO.

32. Did you ever attend a post secondary institution? (mandatory)  ☐ Yes  ☐ No

If you have ever attended a post secondary institution

33. Post Secondary Institution details: (Begin with Most Recent First and Click the 'Add institution' button for additional rows or click 'Delete selected institution(s)' button to remove row(s)) (mandatory)

<table>
<thead>
<tr>
<th>Name (mandatory)</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>Sheridan College</td>
<td>12</td>
<td>2000</td>
<td>Jun</td>
<td>2004</td>
<td>Jun</td>
<td>☐</td>
</tr>
</tbody>
</table>

34a. Have you ever been convicted in Canada or elsewhere of an offence for which you have not been granted a pardon? (mandatory)  ☐ Yes  ☐ No

34b. If you have been convicted outside Canada of an offence for which you have not been granted a pardon, please indicate the country; (mandatory)
Applicant - Address History

- Item 35 - Requires a list of all addresses in which you resided (lived) in the last 5 years. Start with the most current and go back five (5) years (no time gaps). Must include Street No, Street Name, Apt, Municipality/City, Province, Country and Postal Codes.
- NOTE 1: Include addresses where you lived while away at school (college/university) if in the last five years.

<table>
<thead>
<tr>
<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>4321</td>
<td>2000</td>
<td>Jan</td>
<td>Present</td>
<td>Present</td>
<td>□</td>
</tr>
<tr>
<td>Stewart Drive</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toronto</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ONTARIO</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>CANADA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L8T 2Z0</td>
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<td></td>
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</tr>
<tr>
<td>238392</td>
<td>2010</td>
<td>Jun</td>
<td>2010</td>
<td>Sep</td>
<td>□</td>
</tr>
<tr>
<td>Acropolis Road</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>3</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Athens</td>
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</tr>
<tr>
<td>GREECE</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>PO1234567</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Applicant - History

• Item 36 - Wants to know what you have been doing for the last 5 years. This is a timeline of your activities (work, travel, education). Start by entering your current activity which includes your newest sponsoring employer and go back five (5) years. If you were unemployed; Enter "Unemployed" under Employer, Enter "Work" under Type and enter the address where you lived when unemployed under Address, enter time period when unemployed.

• NOTE: If you entered a post secondary institution in item 33, and, the time period you attended the post-secondary institution was within the last 5 years, enter the institution under item 36. The start and finish dates in item 33 must be the same as in item 36.

• Item 37 - If 37a is "Yes" then complete 37 b. 37b asks for a list of countries you have visited outside of CANADA or the USA (business travel excluded) for a period totaling more than 90 days in the last 5 years. (i.e. an applicant that is out of country for 1 month each year for the last 4 years = approx. 120 days - this is over 90 days cumulative over the last 5 years and all places resided (lived) needs to be recorded along with the duration)

• NOTE: Countries listed in this section must also be entered in items 35 and 36.
Spousal Information

- This section involves spousal information whether current, common law partner or former spouse or common law partner. It asks for their surname, full given name(s), maiden name (if applicable), date of birth, birth certificate info, date of death (if applicable). Have this info handy before you start this section.

- Question 2. Date of event is the official date you got married, became common-law, divorced or separated.

- Note 1: you may select single if you have never been married or if your divorce date occurred more than 5 years ago.

- Note 2: if you got divorced within the last 5 years, the date of divorce is required in Spousal - Current Question 2 and Question 18 - 25 is to be completed.

Spousal - Current

1. What is your current Status? (Common-law partner in relation to an applicant, means a person who is cohabiting with the individual in a conjugal relationship, having so cohabited for a period of at least one year. This includes persons of the same sex.) (mandatory)

   - Married

2. Date of the Event (other than single): (YYYY-MM-DD) (mandatory)

   - 2003-10-30

Current Spouse/Common-Law Partner

3. Surname: (no initials) (mandatory)

   - Right

4. Full given name(s): (no initials) (mandatory)

   - Maggie

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

   - Smith

6. Gender: (mandatory)

   - Male

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

   - 1977-10-20

8. Date of Death: (YYYY-MM-DD) (mandatory if widowed)

Spousal Information (Born In Canada)

- Line 12 - Birth Registration number is required if spouse was born in Canada - selecting unknown will not be accepted. (Note: Where there is a birth certificate number and a registration number; enter the registration number)

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

   - Yes

   - No

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

11a. Municipality of Birth: (mandatory)

   - Montreal

11b. Province of Birth: (mandatory)

   - QUEBEC

12. Birth Certificate or Registration Number: (mandatory)

   - 1233456

13. Province of Issuer: (mandatory)

   - QUEBEC
Spousal Information (Born Outside Canada)

- Item 14a - 17 to be completed if your spouse was born outside of Canada. **Note: selecting unknown will not be accepted**

Spousal - Previous

- Select **YES** if you had a previous spouse or common-law partner within the last 5 years. If you selected **YES**, you will need to complete questions 18 - 25. **Note: it is important to provide as much information as possible to reduce processing time.**

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

14a. Municipality of Birth: (mandatory)

14b. Country of Birth: (mandatory)

15. Port of Entry in Canada: (mandatory)

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

17. Present Nationality: (mandatory)

Spousal - Previous

Do you have a Previous Spouse/Common-Law Partner within the last 5 years? If you have been single for the last 5 years, former Spouse/Common-Law Partner information is not required. (mandatory)

If you have a previous spouse/common-law partner

18. Surname: (mandatory)

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

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

21. Gender: (mandatory)

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

23a. Municipality of Birth:

23b. Province/State of Birth:

23c. Country of Birth:

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

25. Present address: (mandatory)

- Street Number
- Street Name and Type (e.g.: Oak Street)
- Unit Number
- Municipality
- Province/State
- Country
Consent And Certification

- Read the entire section. Initial and sign where requested after printing.
- Note: providing misleading or false information on this application may result in a refusal or cancellation of the security clearance. Signing the application will authorize consent to security background checks. This is necessary to process your Transportation Security Clearance.
Consent And Certification

- Excluding business travel. Select YES or NO if you have resided outside of Canada or travelled outside of Canada or the United States for more than 90 cumulative days during the last five (5) years.

- Sign and date this section after printing if you selected YES.

Important Note

- Handwritten applications will not be accepted. Once the application has been submitted, any further change requires the application to be completed accurately in its entirety and resubmitted online. Print online and have it authorized (signed) by your company signing authority. Only the last version submitted online will be reviewed and must match the printed copy submitted at the pass office.
Remember....

Ensure your paper work is completed and reviewed by your company’s signing authority. Don’t forget to bring all required government documentation (original documentation and photocopy of each document) along with the completed application forms to your Pass Permit Control Office appointment.