

HOW TO COMPLETE AN APPLICATION FOR A TRANSPORTATION SECURITY CLEARANCE (TSC)

ALL APPLICANTS MUST SUBMIT THE FOLLOWING:

- Application for a Transportation Security Clearance (TSC)
- Winnipeg Airport Authority (WAA) Pass Application

TO COMPLETE THE APPLICATION AS A WHOLE:

- Applicants must utilize Transport Canada's interactive on-line application form and print off the completed application once finished. When you've completed all the applications you'll need to make arrangements with your company's designated signing authority and have your applications signed by the sponsor in the designated sections. The completed, printed applications need to be submitted to the Pass Control Office at the time of enrollment.
NOTE – You cannot save the application once you've started, you must print the form when completed.*
- Hand-written Transportation Security Clearance applications will not be accepted.
- All dates need to be in the year-mon-day format (YYYY-MM-DD), if applicable.
- Height must be recorded in CENTIMETRES.
- Your names on your application must match your legal names on your identity documents.
- Your application MUST be signed, in black/blue ink, by a designated individual within your company before submitting to the PCO, scanned signatures will not be accepted.

TO COMPLETE THE TRANSPORT CANADA APPLICATION:

- Don't forget to include all given names on application.
- If you are required to provide a birth certificate, you need to record the "registration number", if you have a spouse that was born in Canada please record the "registration number" as well.
- Questions 32, 34 & 34c - YES or NO and initial in the box provided.
- Part C, question #35 – enter your house/building number in the first box and street or avenue in the second box (example: 1234-56 Avenue NW will be entered as 1234 for "street no." and 56 Avenue NW will be entered in "street name"), if you do not have an apartment or unit number please leave the box blank.
- Part C, question #36 – ensure every month in exactly 5 years from the month you apply is accounted for (include unemployment if applicable) & note that unemployment cannot overlap with work or school entries. The first employer listed on your application should be the company who has hired you to work at YWG airport.
NOTE: Question 35 & 36 must match in location and dates. The application cannot say you were living in Canada while working in another country, unless there is an explanation e.g. working online for another Country's company from home in Canada.
- Part C, question #37 Travel – If you add up all travel in the last 5 years have you spent 90 days or more outside Canada or the United States? (This is accumulative not 90 days at one time)
- Part E - Consent and Certification – initial after you have read the first statement at the appointment with the Pass Office Clerk.
- Part E - Consent and Certification (continued) – signature and date is required at the appointment with the Pass Office Clerk.

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TO COMPLETE THE TRANSPORT CANADA APPLICATION (CONTINUED):

- Part E - Consent and Certification (continued) Check yes, if you have resided outside Canada in the last 5 years or for those that have travelled outside Canada or United States, for more than 90 days, accumulated, in the last 5 years. Check no, if not – initial after you have checked Yes or No at the appointment with the Pass Office Clerk.
- Part E - Consent and Certification (continued) – signature and date is required at the appointment with the Pass Office Clerk.
- On the Transport Canada application; your email address needs to be typed in lower case

ALL APPLICANTS MUST BRING ORIGINAL DOCUMENTS OF THE FOLLOWING: (AS APPLICABLE)

CANADIAN CITIZEN BORN IN CANADA

- A birth certificate (**mandatory**) and;
- A valid passport. If you do not have a passport a valid, Canadian government issued photo ID will suffice.

NATURALIZED CANADIAN

- A Canadian citizenship card/certificate and;
- A valid passport. If you do not have a passport a valid, Canadian government issued photo ID will suffice.

PERMANENT RESIDENT

- A valid permanent resident card OR applicable immigration document proving landed immigrant status and;
- A valid passport. If you do not have a passport a valid, Canadian government issued photo ID will suffice.

BORN OUTSIDE OF CANADA TO A CANADIAN PARENT

- A certificate of registration of birth abroad and;
- A valid passport. If you do not have a passport a valid, Canadian government issued photo ID will suffice.

WORK OR STUDY PERMIT HOLDER

- A valid work permit/study permit and;
- A valid passport. If you do not have a passport a valid, Canadian government issued photo ID will suffice.

CHANGE OF NAME

- If you have ever had a legal change of name, you'll need to provide the certificate for the change.

IF YOU ARE A MINOR:

If you are under the age of 18 years your parent or guardian must be present at the time your application is submitted. Parent or guardian signature is required at the bottom of Part E of the TC application.

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FREQUENTLY ASKED QUESTIONS FOR TRANSPORTATION SECURITY CLEARANCE & RAIC PASSES

Thank you for visiting the Winnipeg Pass Office today to process your initial or renewal application for Transportation Clearance. The application data and your fingerprints, which we obtained from you today, have been securely forwarded to Transport Canada and will not be retained in our systems. Obtaining your Restricted Area Identification Card (RAIC) requires a few more steps.

How long will it take to get my clearance?

Your application and fingerprints will be reviewed, assessed, and processed by Transport Canada. Generally this takes 12-16 weeks, but occasionally may take more than 4 months.

How do I complete the mandatory Security Awareness Training?

Winnipeg Richardson International Airport takes airport security very seriously. Our online Airport Security Awareness training course is a mandatory step for all personnel who need access to our Restricted Areas. This includes former employees who have been away for more than one year, and employees who are renewing their RAIC. Please contact your employer for your User ID, Password, and online link to complete the CASAP course.

How long is my Temporary Pass valid for?

The Temporary Pass & Proximity card you received today, if applicable, will allow you to work until your Transportation Clearance has been approved and a RAIC has been issued to you. This Temporary Pass is valid for 9 months, and may be available for an additional 3 months in the event your application is still pending. After 9 months, should your application not be approved, your Temporary Pass will expire and we will inform your employer to have the Temporary Pass returned to the Pass Office.

What happens if my application is denied?

Should Transport Canada decline your application, you and your employer will receive an email notification from the Pass Office and you will be asked to return your Temporary Pass & Proximity card to your employer or the Pass Office. Employees who do not receive Transportation Security Clearance are able to work at the Airport, but not in a restricted area. You and your employer will discuss this together.

What happens when my application is approved?

Once Transport Canada approves your application, you and your employer will receive an email notification from the Pass Office. This email will instruct you to contact the Pass Office to book a RAIC Appointment. Please call us and request a "RAIC Print Appointment". The RAIC Appointment will be approximately 30 minutes in duration. You can expect us to take a photo of you for your ID card, take your fingerprints, and scan your irises. You are required to bring photo ID. For new applicants, you must trade in your Temporary Pass, or bring government-issued photo ID if you didn't obtain a Temporary Pass. For renewing RAIC holders, you will be asked to trade your existing RAIC for the new RAIC.

Your feedback is important to us. Please take a few minutes to tell us about the service you received at the Pass Office today. Use this URL: <https://www.surveymonkey.com/s/3BVBXQW>

Pass Office
Air Terminal Building
Rm 1162, Arrivals Level One

Phone: 204.987.9410
Fax: 204.987.9411
Email: PassClerk@waa.ca



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