

Winnipeg Richardson International Airport

RAIC APPLICATION – PAGE 1

NEW	OFFICE USE ONLY	
RENEWAL	TEMP CARD #	RIN #
CHANGE / REINSTATEMENT / MULTI-EMPLOYER / RAIC ADD-ON	TEMP PROX #	RAIC PROX #

PART 1 – APPLICANT				
SURNAME		GIVEN NAMES		DATE OF BIRTH (YYYY/MM/DD)
HOME ADDRESS		CITY	PROVINCE	POSTAL CODE
HEIGHT (CM)	EYE COLOUR	HAIR COLOUR	OCCUPATION WITH NEW EMPLOYER	
EMAIL ADDRESS			PHOTO ID # (I.E. DRIVER LICENCE #)	
<p>Have you ever been convicted in Canada or elsewhere of an offence for which you have not been granted a pardon or do you have any pending criminal charges?</p> <p>Yes No _____ (Initial)</p> <p>If yes, you will NOT be issued a Temporary Pass. You must wait for Transport Canada to approve your Transportation Security Clearance before a Restricted Area Identification Card is issued. Failure to disclose this information may result in not being granted a Transportation Security Clearance.</p> <p>I understand this application is subject to the requirements of the “Transportation Security Clearance (TSC) Program” and I agree to abide by the “Terms of Issue” as stated in Part 4 on this application.</p> <p>I CONSENT to the disclosure and subsequent verification of all information on this form. I also certify that the information set out by me in this document is true and correct to the best of my knowledge and belief.</p>				
APPLICANT SIGNATURE	DATE	MOBILE PHONE	HOME PHONE (IF APPLICABLE)	

PART 2 – COMPANY SIGNING AUTHORITY		
COMPANY NAME	ADDRESS	PHONE #
<p>I, the undersigned, certify that the applicant named above has a requirement for a Restricted Area Identification Card and that I will notify Winnipeg Airports Authority Inc., immediately on termination of the applicant’s employment from the company stated on this application. Should the pass issued to the person named above not be promptly returned to Winnipeg Airports Authority Inc., I authorize the company named above to pay an administrative fee as set out by the Winnipeg Airports Authority Inc.</p>		
SIGNING AUTHORITY (PRINT NAME)	SIGNING AUTHORITY (SIGNATURE)	DATE

PART 3 – PASS OFFICE			
TC FILE #	TCAFIS ID #	ENROLLED BY	SENT DATE
TEMP PASS ISSUE DATE	TEMP PASS EXPIRY DATE	TEMP PASS ISSUED BY	
CLEARANCE EXPIRY DATE	RAIC ISSUE DATE	RAIC EXPIRY DATE	RAIC ISSUED BY
RAIC ADD ON ISSUE DATE	RAIC ADD ON ISSUED BY	PARKING	RAIC PROX. CARD



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The Winnipeg Airports Authority Inc. (WAA) and WASCO/ByES respect your privacy. The information you provide us in the documents below will be used by WAA and required partners to assess possible employment and security access. Safeguards are in place to protect your personal information. WAA will not use or disclose personal information for any purpose other than those for which it was collected, except as required by law, or with consent. Personal information is retained only as long as necessary for the fulfillment of the purposes for which it was collected, or as required by law. All information is destroyed five years after cancellation of a file.

APPLICANT INFORMATION		
Name of Applicant		
I permit the Winnipeg Airports Authority Inc., ByWA, and the listed organizations to use my personal information for the reasons stated.		
Signature of Applicant		Date
APPLICATION / FORM	DISCLOSURE	USE
Application for Transportation Security Clearance (a.k.a “Long Form”)	Transport Canada	Allows Transport Canada to retrieve information about the applicant.
Addendum to Transport Canada Application for Restricted Airport Access.	Transport Canada	Informs Transport Canada of any missing information from the Application for Security Clearance.
Restricted Area Identification Card (RAIC) Application (a.k.a “Short Form”)	Transport Canada	Provides WAA and Transport Canada with additional or updated information; i.e.; address, name change, employer.
Canada Pass Application	WAA	Allows WAA to track all Canada Passes.
Key/Keycard/Door Request	WAA	Allows the Pass Office to grant the applicant with a need and right to areas within the airport campus
Airside Vehicle Operator’s Permit (AVOP) Application & Renewal	WAA	Allows WAA to assess the applicant’s need and right for an AVOP.
Airside Vehicle Registration Permit	WAA	Allows WAA to track all airside vehicles.
Airport Parking Application	WAA	Allows WAA to track and control employee parking lot access.
Company Requesting Officer Appointment Certificate	WAA	Allows WAA to track and assign company representatives the responsibility of employee passes, keys, parking, access, CASAP, etc.

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TERMS OF ISSUE

I agree to abide by the 'Terms of Issue' as follows:

1. The pass issued to me is the property of Winnipeg Airports Authority Inc.;
2. The pass issued to me is only valid while I am on duty or in the performance of functions directly related thereto;
3. The pass issued to me is only valid for those restricted areas to which I require access during the performance of my duties or functions directly related thereto;
4. The pass issued to me will be visibly displayed at all times while in those areas as per c);
5. I will not knowingly or willingly assist another person or persons to access restricted areas on the aerodrome;
6. The pass issued to me is not to be used to by-pass passenger pre-board screening;
7. I am subject to the requirements for escort or other security controls, where necessary;
8. The pass issued to me shall be immediately returned to my company or the Pass Control Office upon termination of employment or if my Security Clearance has expired. If I am on a leave of absence for more than three months I will turn my pass over to the Pass Control Office to keep on file until I return to work.
9. I shall hand over for examination or surrender the pass on demand to a duly authorized representative of Winnipeg Airports Authority Inc. including Police Officers and Security staff; and screening officers performing non-passenger screening; or representatives of the Minister of Transport;
10. I have read the relevant excerpts of the appropriate security regulations (see other side);
11. I will promptly report any loss or theft of the pass to my company and the Pass Control Office and will be responsible for any replacement costs, including a non-refundable administrative fee.

Please read the following:

- Be careful not to damage the RAIC as it does have a Biometric chip.
- If you need to renew your 'Temporary Pass', please book an appointment at the Pass Office about 2-3 weeks before the Temporary Pass Expiry Date, to ensure you can be processed for another Temporary Pass or your Restricted Area Identification Card (RAIC) if you have been approved.
- All Passes (RAIC or Temporary) must be returned by the Security Clearance Expiry date or a fee may be levied for failing to comply with the 'Terms of Issue'.
- Failure to display your RAIC or Temporary Pass correctly could result in a minimum \$1000.00 fine levied by Transport Canada. Please ensure your RAIC or Temporary Pass is visible at ALL times when you are working within the Restricted Area to which you require access during the performance of your duties.

***Fees are subject to change without notice. See the Pass Control Office Fee Schedule for more information.**

APPLICANT PRINT NAME	APPLICANT SIGNATURE	COMPANY NAME	DATE
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KEY REQUEST

Please note that unless specified below, the key card will have no door access and will be used for identification only while the applicant holds a temporary pass.

I request that this applicant be issued key(s) or a keycard or door access to the following areas:

KEYS ISSUED		COMPANY NAME	COMPANY PHONE #
1.	3.	SIGNING AUTHORITY PRINT NAME	DATE
2.	4.	SIGNING AUTHORITY SIGNATURE	



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RAIC APPLICATION – PAGE 4

THIS IS AN EXCERPT FROM THE 'CANADIAN AVIATION SECURITY REGULATIONS, 2012'

Section #

147. A person must not provide false information for the purpose of obtaining a restricted area identity card.

158. (2) If a restricted area identity card has been deactivated, the person to whom the card has been issued must immediately return it to the operator of an aerodrome who issued it unless the card was surrendered in accordance with this Division or was lost or stolen.

166. (1) A person to whom a restricted area identity card has been issued must not enter or remain in a restricted area unless

- a) they are acting in the course of their employment;
- b) the card is in their possession;
- c) the card is active; and
- d) as applicable, they are in possession of a key that has been issued to them for the restricted area, or a combination code or personal identification code that has been assigned to them for the restricted area.

(2) Paragraph (1)(d) does not apply to crew members.

167. A person to whom a restricted area identity card has been issued must not enter or remain in a restricted area unless they visibly display the card on their outer clothing at all times.

171. (1) A person must not

- a) lend or give a restricted area identity card or a key that has been issued to them to another person;
- b) use a restricted area identity card or a key that has been issued to them to allow access to a restricted area at an aerodrome to another person without authorization from the operator of the aerodrome;
- c) intentionally alter or otherwise modify a restricted area identity card or a key unless they are the operator of an aerodrome or a person designated by the operator;
- d) use a restricted area identity card or a key that has been issued to another person;
- e) have in their possession, without reasonable excuse, a restricted area identity card or a key that has been issued to another person;
- f) use a counterfeit restricted area identity card or a counterfeit key; or
- g) make a copy of a restricted area identity card or a key.

(2) A person, other than the operator of an aerodrome or a person designated by the operator, must not

- a) disclose a combination code or personal identification code; or
- b) use another person's combination code or personal identification code.

172. (1) A person to whom a restricted area identity card or a key has been issued must immediately report its loss or theft to their employer or to the operator of an aerodrome who issued the card or key.

(2) An employer who is informed by an employee of the loss or theft of a restricted area identity card or a key must immediately report the loss or theft to the operator of an aerodrome who issued the card or key.

175. (1) A person in possession of a restricted area identity card who is in a restricted area at an aerodrome must, on demand, present the card to the Minister, the operator of the aerodrome, the person's employer or a peace officer.

(2) A person in possession of a restricted area identity card who is being screened by a screening officer at a restricted area access point or at a location in a restricted area must, on demand, present the card to the screening officer.

176. (1) A person in possession of a restricted area identity card must, on demand, surrender it to the Minister, the operator of an aerodrome, a screening officer or a peace officer.

APPLICANT SIGNATURE	DATE
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