

# CANADA PASS APPLICATION – PAGE 1

PLEASE PRINT ALL INFORMATION

NEW

RENEWAL

REPLACEMENT

## PART 1 – APPLICANT INFORMATION

SURNAME		GIVEN NAMES			MALE FEMALE		DATE OR BIRTH (DD/MM/YY)
HOME ADDRESS					PROVINCIAL DRIVER'S LICENCE#		HOME TELEPHONE
CITY		PROVINCE			POSTAL CODE		EMAIL
HEIGHT cm	WEIGHT kg	HAIR COLOUR	EYE COLOUR	COMPLEXION	DATE		APPLICANT'S SIGNATURE

## PART 2 – EMPLOYMENT PARTICULARS

EMPLOYER			DEPARTMENT			EMPLOYEE JOB TITLE		
ADDRESS						UNIT #		
CITY		PROVINCE		POSTAL CODE		BUS TELEPHONE	EXT.	FAX NUMBER

I, the undersigned, certify that the applicant named above has a requirement for a Canada Pass and that I will notify Winnipeg Airports Authority Inc., immediately on termination of the applicant's employment. 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.

NAME OF SIGNING AUTHORITY (PLEASE PRINT)			DATE (DD/MM/YY)		SIGNATURE OF SIGNING AUTHORITY		
TITLE			TELEPHONE				

## PART 3 – JUSTIFICATION FOR CANADA PASS (Frequency & Urgency)

LIST SPECIFIC AIRPORTS TO WHICH ACCESS IS REQUIRED AND FREQUENCY OF VISITS (include times of visits i.e. days/evenings/nights/weekends/all times, etc.):

DUTIES PERFORMED WITHIN RESTRICTED AREAS AT MULTIPLE AIRPORTS:

## RECEIPT OF CANADA PASS

I CERTIFY THAT:

A) THE INFORMATION PROVIDED IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE  
 B) I HAVE READ, UNDERSTAND AND AGREE WITH THE TERMS & CONDITION OF ISSUE  
 C) I HAVE RECEIVED THE PASS DESCRIBED ABOVE

APPLICANT'S SIGNATURE			DATE		
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## WAA SECURITY COODINATOR USE ONLY

APPROVED BY			DATE APPROVED		
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## PASS OFFICE USE ONLY

ISSUED BY PASS CLERK		DATE ISSUED		RAIC #		PROX CARD #	
FILE NUMBER 1808-		TSC EXPIRY DATE		CANADA PASS EXPIRY DATE			

## OTHER INFORMATION

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Pass Office  
 Air Terminal Building  
 Rm 1162, Arrivals Level One

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



WINNIPEG  
 AIRPORTS AUTHORITY

# CANADA PASS APPLICATION – PAGE 2

As a Canada Pass holder, I understand, agree to and will abide by the following **Terms & Conditions of Issue**:

<p>a) The Canada Pass issued to me is the property of the Winnipeg Airports Authority Inc.;</p> <p>b) I will immediately report the loss or theft of the pass to the Airport Pass Control Office at 987-9410.</p> <p>c) The Canada Pass issued to me is valid only for those Airport Restricted Areas to which I require access while on duty and in the performance of functions directly related thereto;</p> <p>d) The Canada Pass will not be used to bypass pre-board passenger screening where as a passenger both my person and carry-on baggage are subject to screening;</p> <p>e) The Canada Pass will not be used to assist others to bypass pre-board screening where such individuals and/or carry-on items are subject to screening;</p> <p>f) I will not use the pass to enter a Restricted Area other than at a designated Access point for which Canada Pass entry is authorized;</p> <p>g) I will comply with the specific Canada Pass Access Conditions established at each Airport;</p> <p>h) Except where authorized by the issuing Airport Authority and subject to any conditions of that authorization, I shall not:</p> <ul style="list-style-type: none"> <li>- Loan or give my Canada Pass to another person;</li> <li>- Have possession of, or use for any purpose, a Restricted Area Pass that was not issued by a person having authority to do so;</li> </ul> <p>i) The Canada Pass issued to me is subject to the limitations &amp; restrictions set out on the face of the pass and any other limitations issued to me in writing by the Winnipeg Airports Authority Inc.;</p> <p>j) I will visibly display the Canada pass on outer clothing at all times within restricted areas;</p> <p>k) I will safeguard the Canada Pass at all times and will not willfully alter, tamper with, damage or duplicate said pass;</p>	<p>l) I am subject to a replacement fee for the altering, tampering, damage, loss and/or theft of a Canada Pass;</p> <p>m) I am subject to the requirements of the Airport Restricted Area Access Clearance Program;</p> <p>n) that I shall hand the pass over for examination to a duly authorized representative of Winnipeg Airports Authority Inc. including Police Officers and Security staff; and screening officers performing non-passenger screening, on demand;</p> <p>o) I understand that all passes issued to me by or under the authority of my employer(s) and/or an Airport Authority will be immediately surrendered:</p> <ul style="list-style-type: none"> <li>- To my employer and/or the Winnipeg Airports Authority Inc. upon termination of employment, lay-off, medical leave, maternity leave, strikes or any other type of long-term employment leave;</li> <li>- When a receipt for return of pass has been issued to me;</li> <li>- To any Airport Authority Representative or designate on the breach of any conditions contained in this document and/or relevant Aerodrome Security Acts, Regulations &amp; Measures and/or Airport Authority policies;</li> <li>- To the Winnipeg Airports Authority Inc. and/or agencies acting on behalf of the Airport Authority, on demand;</li> <li>- To screening officers performing non-passenger screening, on demand;</li> </ul> <p>p) I have read the relevant excerpts of the Canadian Aviation Security Regulations (attached) and the Terms &amp; Conditions of Issue and understand that failure to comply could result in a maximum monetary penalty of \$5,000.00 being assessed against me personally.</p> <p>q) I am aware that I must attend any mandatory Airport Authority Security Awareness Presentations prior to being eligible to receive a Canada Pass.</p>
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FULL NAME (PRINT IN FULL)	DATE	
SIGNATURE	BUSINESS TELEPHONE	EXT.
COMPANY & DIVISION	ISSUING AIRPORT	



# CANADA PASS APPLICATION – PAGE 3

**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

- they are acting in the course of their employment;
- the card is in their possession;
- the card is active; and
- 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

- lend or give a restricted area identity card or a key that has been issued to them to another person;
- 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;
- 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;
- use a restricted area identity card or a key that has been issued to another person;
- have in their possession, without reasonable excuse, a restricted area identity card or a key that has been issued to another person;
- use a counterfeit restricted area identity card or a counterfeit key; or
- 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

- disclose a combination code or personal identification code; or
- 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