

# Winnipeg Richardson International Airport

## NEW HIRE & RENEWAL APPLICATION PROCESS & CHECKLIST

Please follow these steps to ensure a smooth application process. Don't hesitate to call or email if you have additional questions. All forms listed below can be found at [waa.ca](http://waa.ca). Select Winnipeg Airports Authority tab and YWG Pass Office.

These documents are mandatory. Please complete all applicable fields carefully.

- Application for Transportation Security Clearance – Online Only / Print completed application
- WAA Restricted Area Pass Application

These documents are optional, and dependent on your job role. Ask your employer if you should complete these documents.

- Airside Vehicle Operator Permit Application
- Key / Keycard / Door / Airside Gate Application
- Airport Parking Application

Ensure your company's Signing Authority has signed all forms as required.

Make an appointment at the Pass Office to process your paperwork.

Once the mandatory forms above are complete and signed by your company's Signing Authority, please visit [waa.ca](http://waa.ca) to book your first Pass Office appointment.

Pass Office Hours	0800-1700 Mon-Fri
Appointment Availability	Monday – Friday

Bring these original documents to your "New Hire Appointment" at the Pass Office

- Birth Certificate (If born in Canada) – **MANDATORY**
- Government Issued Passport (valid passport)
- Government Issued Photo ID (driver's license or other)
- Citizenship Card or Permanent Resident card if not born in Canada – **MANDATORY**
- Work permit
- Study permit

What to expect at your "New Hire Appointment" at the Pass Office

This appointment will be approximately 30 minutes. We will review your paperwork, photocopy your ID, take a photo of you, take your fingerprints, and scan your irises. We will assess your documents and the nature of your job duties to determine if you qualify for a "Temporary Pass". If issued, this pass will allow you to function with limited access in the Restricted Areas of the Airport until the Pass Office receives a response from Transport Canada to your application for Transportation Security Clearance.

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>