

HOW TO COMPLETE AN APPLICATION FOR A TRANSPORTATION SECURITY CLEARANCE

PASS OFFICE INFORMATION

Hours of operation: Monday to Friday 7:00am to 5:00pm

Walk-in sessions: Tuesdays & Thursdays 7:00am to 9:00am & 2:00pm to 4:00pm (subject to change without notice)

***Appointments are required for processing applications, but all applicants are welcome to try the designated walk-in sessions.**

Phone: (780)890-8377

E-Mail: passcontrol@flyeia.com

Location: Room 03-076 on the north mezzanine level in the main terminal building

Online Forms: <http://corporate.flyeia.com/node/69823>

ALL APPLICANTS MUST SUBMIT THE FOLLOWING:

- 1) Application for a Transportation Security Clearance (On-Line Application)
- 2) Airport Security Services Application for RAIC or RAP

TO COMPLETE THE APPLICATION AS A WHOLE:

- 1) Applicants should utilize the 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.**
- 2) Hand written applications will be accepted but must be completed using BLACK INK and BLOCK LETTERS. Illegible applications will be refused. Whiteout is acceptable.
- 3) Do not use abbreviations anywhere (example: Alberta not AB)
- 4) All dates need to be in the year-mon-day format (YYYY-MM-DD), if applicable.
- 5) Weight needs to be recorded in KILOGRAMS and height needs to be recorded in CENTIMETRES.
- 6) Your names on your application must match your legal names on your identity documents.
- 7) Your application MUST be signed, in black 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:

- 1) Don't forget to include all given names on application.
- 2) 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.
- 3) Questions 32 and 34 - YES or NO and initial in the box provided.

- 4) Part C, question #35 – enter your house/building number in the first column and street or avenue in the second column (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 column blank.
- 5) 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
- 6) Part E – initial after you have read the first statement
- 7) Part E (continued) – a signature is only required 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, in the last 5 years.
- 8) On the Transport Canada application; your email address needs to be typed in lower case

ALL APPLICANTS MUST BRING ORIGINAL DOCUMENTS OF THE FOLLOWING:

If you are (a)...

- **CANADIAN CITIZEN BORN IN CANADA**
 - 1) A birth certificate and;
 - 2) 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**
 - 1) A certificate of registration of birth abroad and;
 - 2) A valid passport. If you do not have a passport a valid, Canadian government issued photo ID will suffice.
- **NATURALIZED CANADIAN**
 - 1) A Canadian citizenship card/certificate and;
 - 2) A valid passport. If you do not have a passport a valid, Canadian government issued photo ID will suffice.
- **PERMANENT RESIDENT**
 - 1) A valid permanent resident card OR applicable immigration document proving landed immigrant status and;
 - 2) A valid passport. If you do not have a passport a valid, Canadian government issued photo ID will suffice.
- **WORK PERMIT HOLDER**
 - 1) A valid work permit and;
 - 2) A valid passport. If you do not have a passport a valid, Canadian government issued photo ID will suffice.
- **CHANGE OF NAME**
 - 1) 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. Valid, Canadian government issued photo ID is required from the parent or guardian.