

# HOW TO COMPLETE AN APPLICATION FOR A TRANSPORTATION SECURITY CLEARANCE

## PERSONAL INFORMATION

Indicate Language Preference <i>English or French</i>	Type of Application <i>New or Renewal</i>	Transportation Facility <i>Edmonton International Airport</i>	Applicant Pass ID <i>RAIC number, if you have one i.e. 14045667</i>
File No. <i>Filled in by the Pass Office</i>	Date of Birth <i>Official date of birth</i>	Applicant's Surname <i>Legal surname exactly as it's found on Birth Certificate, Citizenship or Immigration documents (last name or family name)</i>	Applicant's Given Name(s) <i>All other names found on Birth Certificate, Citizenship or Immigration documents</i>

## PART A - REQUESTING AUTHORITY - To be filled out prior to arrival at Pass Office

Print Name <i>Name of registered Signing Authority</i>	Reason <i>Employment</i>	Current or Proposed Occupation <i>Job applicant will be doing</i>	Current or Proposed Sponsor <i>Company requesting Clearance</i>
Sponsor Address <i>Company's address that is connected or based at YEG</i>		Signature of Authorized Official <i>Registered Signing Authority - <b>Must be signed in ink</b></i>	

## APPLICANT CONTACT INFORMATION

Home Telephone: (123-456-7890) <i>Home or Cell phone number</i>	Work Telephone: (123-456-7890) <i>Company phone number for sponsor</i>	Ext. <i>If applicable</i>	Email: <i>Must be typed in lower case</i>
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I would like Transport Canada to send me, via email, information about my Transportation Security Clearance. Consent can be withdrawn at any time *Yes or No*

## PART C - APPLICANT

1	Surname <i>Legal surname exactly as it's found on current Birth Certificate, Citizenship or Immigration documents (last or family name) unless legally changed. In this case, document in name change section</i>		2	All Given Names <i>All other names found on Birth Certificate, Citizenship or Immigration documents</i>					
3	Usual Given Name Used <i>What most people call you</i>		4	Date of Birth <i>(YYYY/MM/DD) - Official date of birth</i>					
5	Surname at Birth <i>Legal surname at birth</i>	6a	All Other Given Name(s) Used <i>Any nicknames</i>		6b	All Other Surnames Used <i>Any other surname(s) used</i>			
Indicate Any Change of Name <i>Check Yes or No - If no, move on to question 12 - if yes, complete questions 7 -11 (for every change of name you've had)</i>									
7	From (Previous Name) <i>Surname, Given name(s)</i>		8	To (Current Name) <i>Surname, Given name(s)</i>		9	Date of Change <i>(YYYY/MM/DD) - Date name change happened</i>		
10	Municipality, Province/State and Country where Name Change was Granted <i>Where the change happened: City, Province and Country</i>					11	Method <i>How the change took place: i.e. legal change of name, marriage, registry, etc.</i>		
12	Gender <i>Official gender on Birth Certificate, Citizenship or Immigration documents</i>	13	Height <i>Height in CM</i>	14	Weight <i>Weight in KG</i>	15	Hair Colour <i>Hair colour to match photo ID</i>	16	Eye Colour <i>Eye colour to match photo ID</i>

**PART C - CONTINUED**

17	Were You Born in Canada <i>Yes or No</i>	18	Birth Certificate No. <i>If born in Canada</i>	19	Province/Territory of Issue <i>Province/Territory Birth Certificate was issued - If born in Canada</i>	20a	Municipality of Birth <i>City/Town of birth - If born in Canada</i>	20b	Province of Birth <i>Province/Territory of birth - If born in Canada</i>
21	Municipality & Country of Birth <i>City, Province/State of birth - If born outside Canada</i>	21c	Present Nationality <i>Current Citizenship</i>	22	Port of Entry <i>Where you first entered Canada - If born outside Canada</i>	23	Date of Entry <i>(YYYY/MM/DD) of when you first entered Canada - If born outside Canada - If exact date is unknown, use best guess</i>		
24	Certificate Number	25	Date of Issue <i>(YYYY/MM/DD) on card/certificate</i>	26	Other Certificate Numbers <i>If not Canadian Citizenship but legal to work in Canada (i.e. Work/Study Permit or Permanent Residence Card)</i>	27a	Date of Issue <i>(YYYY/MM/DD) - Date of issue</i>	27b	Date of Expiry <i>(YYYY/MM/DD) - Date of Expiry</i>
28	Do you Possess a Passport? <i>Yes or No - If expired, no</i>	29	Country of Issue <i>Nationality of Passport (e.g. Canada, India, Philippines, etc.)</i>	30	Passport No. <i>Registry # of passport</i>	31	Date of Expiry <i>(YYYY/MM/DD) - Expiry Date</i>		
32	Did you ever Attend a Post-Secondary Institution? <i>Yes or No - Including institutes outside Canada</i>	33	Name, address and dates of attendance <i>Name and full address - If online use official address and explain in box provided at the end of the application - no abbreviations</i>						
34	Have you ever been convicted in Canada or elsewhere of an offense for which you have not been granted a pardon? <i>Yes or No</i>								
34c	Have you ever been charged in Canada or elsewhere of an offense which remains outstanding, and has not yet been dealt with the courts? <i>Yes or No</i>								
35	Addresses of all locations where you have resided during the last five years <ul style="list-style-type: none"> <li>• Do not overlap (i.e. 2016/10 – 2017/11, 2017/12-Present) ((Travel can overlap a residence))</li> <li>• No Gaps</li> <li>• Rural addresses – use the rural site address (i.e. 21133 Township Road 512 Leduc County)</li> <li>• Street Number is the Number on the house or building, Street name and Type is the street, avenue, boulevard, etc. the house/building is on. (If your address is 1234 123ST NW Edmonton, AB T6T 2L0 – 1234 goes into the box labelled Street Number, 123 ST NW goes into the box labelled Street Name and Type)</li> </ul>								
		Street No.	Street Name	Apt No.	Municipality, Province, Country	Postal Code	From YY/MM	To YY/MM	
Example of a residential entry	1234	123 ST NW		Edmonton, Alberta, Canada	T6T 2L0	2015 01	2016 08		
<i>If you added up all your travel for the last 5 years, have you spent 90 days or more outside Canada or the USA? If yes-then you'll also need to provide the addresses of where you stayed. Provide as much information as available. Explain any missing values in the box provided at the end of the application</i>									
Example of a travel entry	Street No.	Street Name	Apt No.	Municipality, Province, Country	Postal Code	From YY/MM	To YY/MM		
	Beachscape Kin Ha Villas & Suites	Bldv Kukulkan KM.85 Zona Hotelera		Cancun, Quintana Roo, Mexico	77500	2017 03	2017 04		

**PART C - CONTINUED**

36	What have you been doing for the last five years?									
	<ul style="list-style-type: none"> <li>• All employment history (<b>must</b> include the job you are currently applying for)</li> <li>• Every educational facility attended</li> <li>• Full addresses are mandatory</li> <li>• If working from home provide a company address and explain if different location than residence</li> </ul>					<ul style="list-style-type: none"> <li>• If taking online courses use official address of institution</li> <li>• If you have a period where you were not working or attending school, you need to account for that time as "unemployed"</li> <li>• If unemployed, use your home address at the time of unemployment</li> <li>• If a move occurred while unemployed be sure to include a new entry for the new address</li> </ul>				
		<i>Employer, School, etc.</i>	<i>Type</i>	<i>Street Address</i>	<i>Municipality, Province, Country</i>	<i>From YY/MM</i>		<i>To YY/MM</i>		
	<i>Example of an employment entry</i>	Cineplex Odeon	W	1525 99 ST NW	Edmonton, Alberta, Canada	2015	11	2017	12	
	<i>Example of an unemployment entry</i>	Unemployed	W	1234 123 ST NW	Edmonton, Alberta, Canada	2015	8	2015	10	
	<p>If you added up all your travel for the last 5 years, have you spent 90 days or more outside Canada or the USA? If yes-then you'll also need to provide the addresses of where you stayed. Provide as much information as available. Explain any missing values in the box provided at the end of the application</p>									
	<i>Employer, School, etc.</i>	<i>Type</i>	<i>Street Address</i>	<i>Municipality, Province, Country</i>	<i>From YY/MM</i>		<i>To YY/MM</i>			
<i>Example of a travel entry</i>	Travel to Mexico	T	Beachscape Kin Ha Villas & Suites - Blvd Kukulkan KM.85 Zona Hotelera	Cancun, Quintana Roo, Mexico	2017	03	2017	04		

37	Travel - List countries visited within the last five years (for a period exceeding 90 days) outside Canada or the United States, excluding travel for government business									
	90 DAYS ACCUMALATIVE, NOT 90 DAYS AT ONE TIME - IF YOU ADD UP ALL TRAVEL IN THE LAST 5 YEARS, IF YOU HAVE SPENT 90 DAYS OR MORE OUTSIDE CANADA OR THE UNITED STATES (I.E MEXICO, INDIA, PHILIPPINES, ECT) THOSE DETAILS WILL NEED TO BE INCLUDED HERE									
		<i>Country</i>	<i>Purpose</i>			<i>From YY/MM</i>		<i>To YY/MM</i>		
	Mexico	Vacation			2017	03	2017	04		

**PART D - SPOUSAL INFORMATION**

1	Current Status  <i>Single, married, separated, divorced or common-law (living together 1 year or more, have children together or purchased a house together)</i>	2	Date of Event  <i>(YYYY/MM/DD)</i>	3	Surname of Current Spouse/Common-Law Partner  <i>Current legal last name of current spouse/partner</i>	4	Full Given Name(s)  <i>All given names of current spouse/partner - No initials</i>			
5	Maiden Name of Current Spouse  <i>Surname at birth of current spouse/partner</i>	6	Gender  <i>Gender on official document</i>	7	Date of Birth  <i>(YYYY/MM/DD)</i>	8	Date of Death  <i>(YYYY/MM/DD)</i>			
9	Present Address  <i>Complete only if current spouse has a different residential address</i>	10	Was Your Current Spouse/Partner Born in Canada?  <i>Yes or No - Unknown will not be accepted</i>	11a	Municipality of Birth  <i>City/Town of birth - Only if born in Canada - Unknown will not be accepted</i>	11b	Province/Territory of Birth  <i>Province/Territory of Birth - Only if born in Canada - Unknown will not be accepted</i>			

**PART D - CONTINUED**

12	<b>Birth Certificate No.</b>  <i>Birth certificate number - Only if born in Canada - Unknown will not be accepted</i>	13	<b>Province/Territory of Issue</b>  <i>Province/Territory Birth Certificate was issued - If born in Canada - Unknown will not be accepted</i>	14a	<b>Municipality of Birth</b>  <i>City/Town of birth - Only if born outside Canada - Unknown will not be accepted</i>	14b	<b>Country of Birth</b>  <i>Country of birth - Only if born outside Canada - Unknown will not be accepted</i>		
15	<b>Port of Entry into Canada</b>  <i>Where your spouse/partner first entered Canada - If born outside Canada - Unknown will not be accepted - If spouse has not entered Canada type N/A</i>	16	<b>Date of Entry</b>  <i>(YYYY/MM/DD) When your spouse/partner first entered Canada - If born outside Canada - Unknown will not be accepted - If spouse has not entered Canada type N/A</i>	17	<b>Present Nationality</b>  <i>Current nationality if spouse/partner was born outside Canada - Unknown will not be accepted</i>	18a	<b>Have you had a Previous Spouse/Common-Law Partner in the Last Five Years?</b>  <i>Yes or No - If you have been single for the last five years the former spouse/partner information is not required</i>		
18b	<b>Surname of Former Spouse/Common-Law Partner</b>  <i>Current legal last name of former spouse/partner</i>	19	<b>Maiden Name of Former Spouse</b>  <i>Surname at birth of former spouse/partner</i>	20	<b>Full Given Name(s)</b>  <i>All given names of current spouse/partner - No initials</i>	21	<b>Gender</b>  <i>Gender on official document of former spouse/partner</i>	22	<b>Date of Birth</b>  <i>(YYYY/MM/DD) of birth for former spouse/partner</i>
23a	<b>Municipality of Birth</b>  <i>City/Town, Province/Territory/State (if born in Canada or USA), Country of birth for former spouse/partner - Can be cancelled out if no contact with former spouse/partner in expectations box at bottom of application</i>	23b	<b>Province/Territory/State Birth</b>		23c	<b>Country of Birth</b>	24	<b>Date of Death</b>  <i>(YYYY/MM/DD) of death for former spouse/partner</i>	
25	<b>Present Address of Former Spouse/Partner</b> <i>Can be cancelled out if no contact with former spouse/partner in exceptions box at bottom of application</i>								

**PART E - CONSENT AND CERTIFICATION - TO BE COMPLETE WITH BACK PEN AND BLOCK LETTERS**

<b>Initials</b> <i>At top of the page where indicated</i>		<b>Signature</b> <i>On lower half of page where indicated</i>		<b>Signature Date</b> <i>(YYYY/MM/DD) Date application was signed</i>
<b>I am the Parent, Guardian or Tutor of the Applicant</b> <ul style="list-style-type: none"> <li>• A parent or guardian must be present during the entire enrollment process of an underage applicant</li> <li>• Pass Office cannot process anyone under the age of 18 without the physical presence of a parent or guardian</li> <li>• The parent or guardian can stop the enrollment process at any point and time at their discretion</li> </ul>				
<b>Name</b> <i>Parent or guardian's name</i>		<b>Signature</b> <i>Parent or guardian's signature</i>		<b>Signature Date</b> <i>(YYYY/MM/DD) Date application was signed</i>

**PART E - CONSENT AND CERTIFICATION - CONTINUED - TO BE COMPLETE WITH BACK PEN AND BLOCK LETTERS**

For applicants who have resided outside Canada during the last five (5) years or for those who have travelled outside Canada or the US for more than 90 days during the last five (5) years: <i>Check Yes or No</i>				
<b>Initials</b> <i>Where indicated</i>		<b>Signature</b> <i>On lower half of page where indicated</i>		<b>Signature Date</b> <i>(YYYY/MM/DD) Date application was signed</i>