

## **RESTRICTED AREA PASS APPLICATION REQUIREMENTS FOR NEW EMPLOYEES AND FOR EMPLOYEES RENEWING THEIR PASS**

These forms are obtainable from the Pass Control section of the [www.tbairport.on.ca](http://www.tbairport.on.ca) website

### **REQUIRED DOCUMENT #1 Criminal Indices Check**

All **NEW** applicants require a criminal indices (background) check from the Thunder Bay Police. Renewals, or applicants from Canada Customs Agency, do not require this background check.

### **REQUIRED DOCUMENT #2 - Restricted Area Pass / AVOP**

The designated signing authority must sign Part 2 of the form.

### **REQUIRED DOCUMENT #3 Transport Canada Application for Transportation Security Clearance**

Although a version of this form is within this package, **it is strongly recommended to use the quickest and most effective method - fill and submit this form online.** *You are required to print your submission form, sign the applicable sections, and bring this to your Pass Control appointment.*

“Part A” must be signed and dated by the **Designated Signing Authority.**

“Part E” must be signed and dated by the **Applicant.**

### **REQUIRED DOCUMENT #4 Applicant’s Birth Certificate**

### **REQUIRED DOCUMENT #5 Applicant’s Passport**

This is only required if the applicant is in possession of a valid passport.

### **REQUIRED DOCUMENT #6 Transport Canada Rules and Regulations**

Applicants must read and sign this form.

⇒ PLEASE ENSURE THAT ALL APPLICABLE AREAS ON THE FORMS HAVE BEEN FILLED OUT.

**\*\* OTHERWISE, APPLICATIONS WILL BE RETURNED \*\***

⇒ Transport Canada will promptly send incomplete forms back, and this will cause extended delays for an applicant’s clearance. Filling document 3 online will reduce this problem substantially. The Pass Control section of the [www.tbairport.on.ca](http://www.tbairport.on.ca) website will have the most current link to this online fillable form.

**ALL APPLICANTS MUST MAKE AN APPOINTMENT WITH THE PASS CONTROL OFFICE**

**807-473-2628**

APPLICANTS WILL BE NOTIFIED BY OUR OFFICE WHEN CLEARANCE IS  
GIVEN BY TRANSPORT CANADA. **THE AVERAGE TIME IS 3 MONTHS.**