

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 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

You are required to fill, submit and print this form online. *Handwritten versions of this form are no longer accepted, and appointments will be rescheduled if a handwritten version is presented*

“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 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 3-6 MONTHS.**