

# Transport Canada's Transportation Security Service Platform

## Quick Reference Guide for Applicants

Individuals wishing to apply for (or renew) a Transportation Security Clearance (TSC) must do so using the new Transportation Security Services (TSS) platform. This guide is to assist users through the application process.

### **GETTING STARTED:**

1. Applicants must be onboarded by their employer to apply for a TSC. To onboard you, your employer will require your:
  - a. Given name
  - b. Surname
  - c. Personal E-Mail address
  - d. Phone number
  - e. Occupation (job description)
2. Once your employer has onboarded you, you will receive an E-Mail from TSS Modernization asking you to complete your account.

### **IMPORTANT NOTICE:**

To protect your information, the platform requires two-factor authentication (2FA). This feature is not built into the platform. You will need to use a 3<sup>rd</sup> party authenticator application on your mobile phone or desktop device. Microsoft or Google authenticator are well known and are readily available for Android or Apple devices.

**It's very important that you complete your account within 4 days (96 hours), otherwise your invitation code will expire.** If your code has expired, you must contact your employer and request they resend you an invitation code.


**Your invitation E-Mail will look as follows:**

**From: TSS Modernization / Modernisation SST** [TSSModernization-ModernisationSST@tc.gc.ca](mailto:TSSModernization-ModernisationSST@tc.gc.ca)


Please sign-in to the Transportation Security Services (TSS) platform to complete your Transportation Security Clearance Application (TSCA).  
To access your TSS account, you must complete 3 steps.  
To get started, [go to your TSS account](#)

**Step 1** - Sign in with GCKey or with a Sign-in partner: [Watch the Sign-in with GCKey tutorial](#) or [watch the Sign-in partner tutorial](#)

**Step 2** - Choose and add your two-factor verification: [Read the tutorial](#)

**Step 3** - Enter your **invitation code:** 20d1a5ae-886e-4c0c-80a3-fc6f0eacd223 

You need to enter **your invitation code the first time you log in only.**

Please access your TSS account as soon as possible, since your invitation code expires in (4 days). 

If you have questions, please contact your employer.

3. Click on the website link in your TSS Modernization E-Mail. Choose your language.
4. Click on “Sign up with GCKey”

**IMPORTANT NOTICE:** If you already use GCKey with the Canada Revenue Agency (CRA), this will not work for this platform. You will need to create a new profile.

**Transport Canada**

Sign in to view and manage your services and applications. If you already have an online account with the Government of Canada, you can use the same username and password to sign in.

**Please choose an option to sign in:**

**GCKey**  
Sign in with your GCKey username and password.  
**Sign in with GCKey**  
[About GCKey](#)

**Canadian banks**  
Sign in with your Canadian online banking service.  
**Sign in with Sign-In Partner**  
[About Sign-In Partners](#)

**Don't have a username or password?**  
**Sign up with GCKey**

**Welcome to GCKey**

**Sign In**  
Username: **(required)**  
Username  
Password: **(required)**  
Password  
**Sign In** **Clear All**  
[Forgot your username?](#) • [Forgot your password?](#)

**Simple Secure Access**  
A simple way to securely access Government of Canada online services.  
One username.  
One password.  
**Sign Up**  
Your GCKey can be used to access multiple Government of Canada online [Enabled Services](#).

5. Follow the prompts on the website to sign up for GCKey. It is here you will link your authenticator app and create security questions.

**GCKey Sign Up Complete**

You have successfully created your GCKey.

Your Username is

Please select **Continue** to leave the GCKey service and return to the Government of Canada online service.

**Continue**

**Privacy**  
Please keep your Username secure. For more information on how your privacy is protected, please refer to our [Privacy Notice](#)

## Choose a method of two-factor authentication ←

Transportation Security Service (TSS) requires the use of two-factor authentication to secure your account. You will be asked to complete registration of a second factor in order to continue to access this service.

▶ What is two-factor authentication?

**Need help?** Please contact TSCModernization-ModernisationHST@tc.gc.ca for assistance.

### Use your smartphone or tablet (recommended)



Set up your mobile device

### Use your desktop device



Set up your desktop device

6. Follow the instructions online to set up your device and register your authenticator.
7. Once your device is registered, enter the invitation code from your E-Mail. Click **Register**.

## Sign up with an invitation code

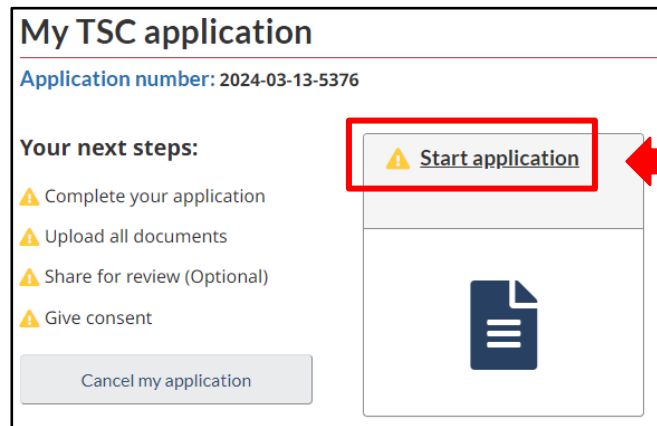
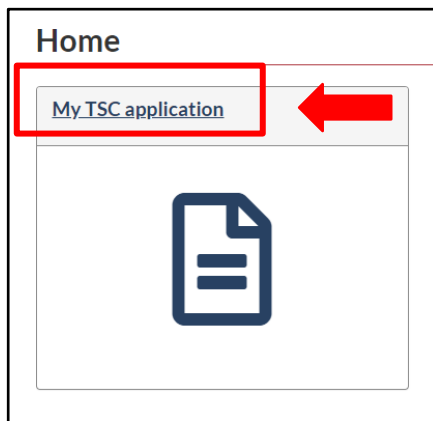


If you don't have an invitation code, you must ask your employer to send you an invitation code to access your TSS account

\* Invitation code

Register

8. At this point, you have successfully signed in. This is where you will complete your TSC application.



**IMPORTANT NOTICE:** If you wish to complete your application later, simply sign out. Your application will remain in your account. Do not cancel your application.

## **BEFORE YOU BEGIN YOUR APPLICATION:**

When you begin your application, you will be required to enter information for the past **60 months** including:

- Citizenship (you will need your birth certificate and passport (if applicable/valid))
- Residential (addresses for the last 60 months)
- Employment / unemployment (for the last 60 months)
- Education (for the last 60 months)
- Spousal / marital information (date of birth and birth certificate, for the last 60 months)
- Details from out of country travel lasting more than 90 days, or 6+ months of cumulative time, within the last 60 months.

You may wish to collect this information before you complete your application.

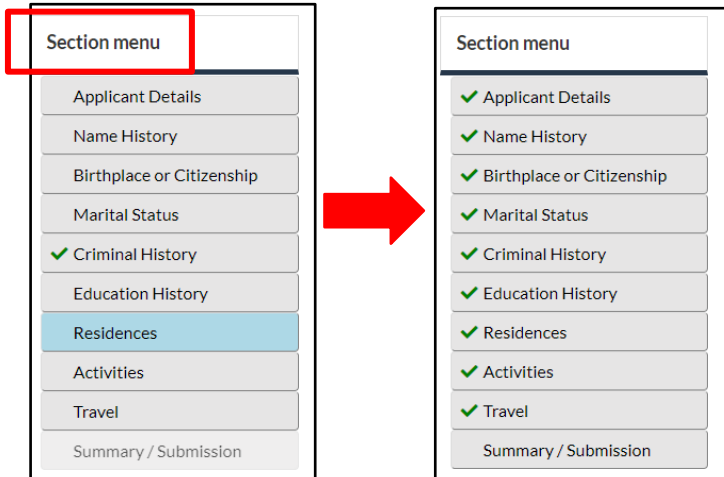
9. Enter your details in the required fields. Use the **Need Help** button for more information. Select **Next** to continue.

The screenshot shows the 'Applicant Details' form. On the left is a 'Section menu' with 'Applicant Details' selected. The main form area contains fields for: \* Date of Birth (yyyy-mm-dd), \* Gender (Male, Female, Other gender), \* Height and Weight (Centimeters and Kilograms), and \* Hair colour and \* Eye colour (both dropdown menus). A 'Units' selector is set to 'Metric'. A 'Need help' button is in the top right. A red arrow points to the 'Applicant Details' title, and another red arrow points to the 'Next' button at the bottom right.

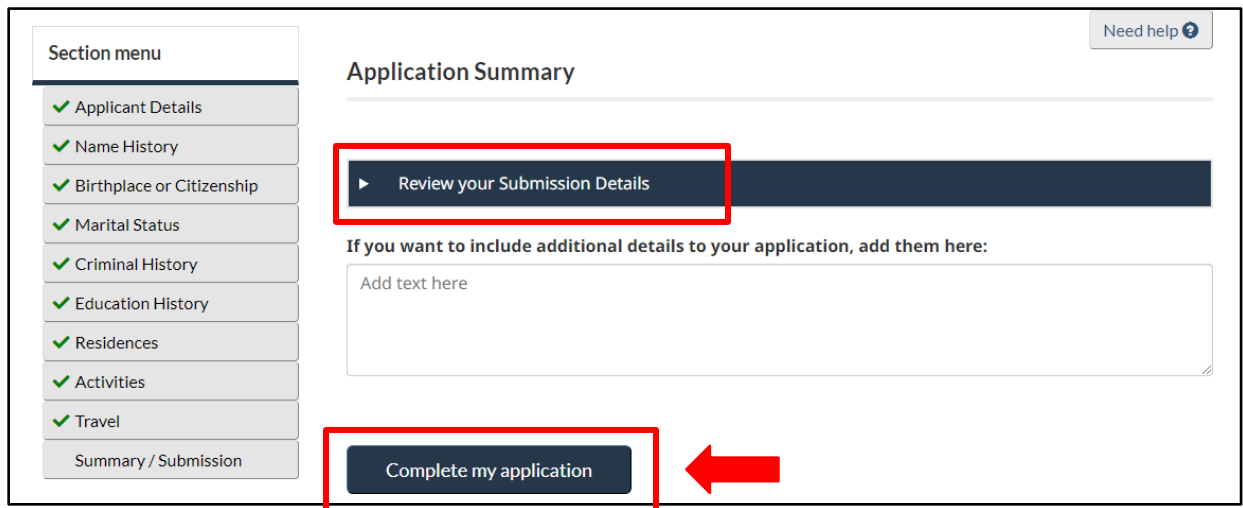
10. Complete each section of the application. A **green** check mark will appear next to each section once it is complete.

The screenshot shows the 'Application Summary' page. The 'Section menu' on the left is enclosed in a red box and lists all sections with green checkmarks: Applicant Details, Name History, Birthplace or Citizenship, Marital Status, Criminal History, Education History, Residences, Activities, and Travel. The 'Summary / Submission' option is at the bottom. The main area has a 'Review your Submission Details' button, a text input field for additional details, and a 'Complete my application' button. A 'Need help' button is in the top right.

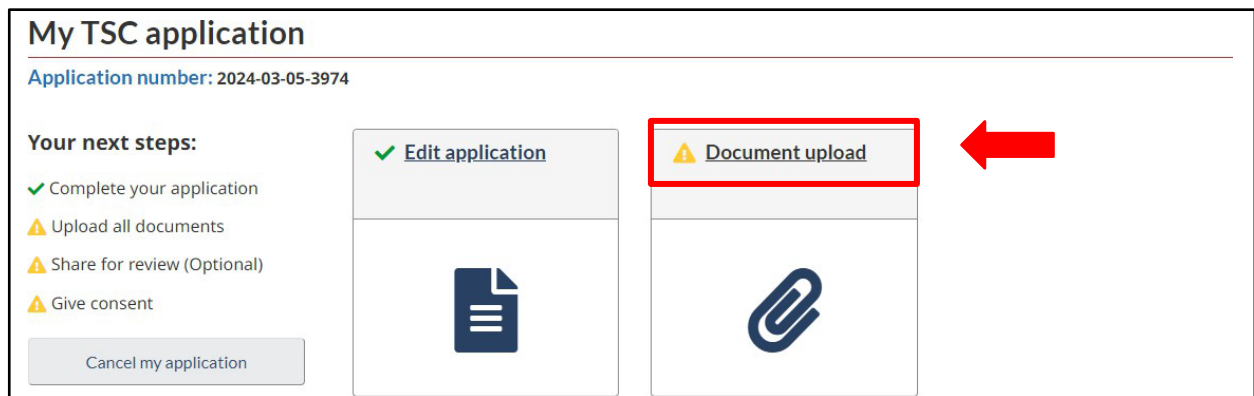
**IMPORTANT NOTICE:** If you have completed the required fields and the **Next** button is not functioning, return to the first section (page) of the application by selecting **Previous** or by selecting it from the menu. Review and continue to the next page next until each section is showing complete with a **green** check mark.



11. Once you have completed all sections, you may review and complete your application.



12. Next, you will be asked to upload your supporting documentation.



13. Upload your documents separately as indicated. Next, complete your upload.

### Application file upload

**i** 1. Read the [Help on document upload](#) for tips on how to prepare your digital documents. This help section also provides more details on documents to support time spent out-of-country.

2. Make sure your digital documents are right-side up, clear, legible and in colour.

3. After you upload your documents, click on their image or link to confirm that they are legible, right-side up, and clear.

**Passport - must be signed - 2 inside pages**  
(page with your signature and page with your picture and details)  
Only JPG, PNG, TIFF, BMP and PDF formats are accepted. Max size of 10 Mb.

**Canadian birth certificate - Front Side**  
Only JPG, PNG, TIFF, BMP and PDF formats are accepted. Max size of 10 Mb.

**Canadian birth certificate - Back Side**  
Only JPG, PNG, TIFF, BMP and PDF formats are accepted. Max size of 10 Mb.

Cancel Add supplement document **Complete upload**

14. Once your documents have been uploaded, you have the option to share your application for review.

**IMPORTANT NOTICE:** We **do not** recommend sharing your application for review as your personal details will be visible to all signing authorities within your company. We recommend **skipping** this step by selecting **I want to skip this step**.

15. Next, you must finalize your application by selecting **Give Consent**.

**Your next steps:**

- ✓ Complete your application
- ✓ Upload all documents
- ✓ Share for review (Optional)
- ⚠ Give consent

Cancel my application

⚠ There is no obligation to share your complete application with your employer. This step is optional and you should choose it only if you are comfortable with sharing your personal details.

✓ **Edit application**

✓ **Document upload**

**I want to skip this step.**

✓ **Share for review**  
(Optional)

⚠ **Give consent**

16. Your application will open. Select Start to review your application details.

**Applicant Consent**

Review your application details. If you see errors, go [back](#) and edit your application. To sign your application please click the Start button.

**Start**

		PROTECTED "A" (WHEN COMPLETED) PROTÉGÉ "A" (LORSQUE REMPLI)	
APPLICATION FOR TRANSPORTATION SECURITY CLEARANCE		DEMANDE D'HABILITATION DE SÉCURITÉ EN MATIÈRE DE TRANSPORT	
TSCA - DHSMT #: <b>60DA980E-C3F1-EE11-A1FE-6045BD608DE3</b>			
Type of application - Type de demande <b>New / Nouveau</b>	Transportation facility / Enrolment site - Installation de transport / Point d'inscription <b>Thunder Bay International Airport</b>	Applicant's Pass ID / Numéro d'identification de la passe du demandeur	File No. - N° de référence

17. Review your application.

**IMPORTANT NOTICE:**

If you have not changed addresses or employers within the last five years, your application details will default to five years from the date you are applying.

City, Province, Country Ville, Province, Pays	Postal code Code postal	From - De Y-A M	To - À Y-A M
Thunder Bay, Ontario, CANADA	P7B 7B8	2019 4	Present

employment, etc. Qu'avez-vous fait au cours des cinq dernières années? - école, emploi, chômage, etc.

Street address Rue et numéro	City, Province, Country Ville, Province, Pays	From - De Y-A M	To - À Y-A M
Oliver St	North York, Ontario, CANADA	2019 9	Present
Hector Dougall Way	Thunder Bay, Ontario, CANADA	2024 4	Present
Oliver Rd	Thunder Bay, Ontario, CANADA	2019 4	2019 8

If you need to **edit** your application, return to the **top of the page**, and select **back** in the blue popup.

**Applicant Consent**

Review your application details. If you see errors, go [back](#) and edit your application. To sign your application please click the Start button.

**IMPORTANT NOTICE:** If you go back to edit your application or have been sent modifications, you may be required to review each section to consent and submit your application again. Refer to step 10.

18. Initial and sign your application as indicated.

**PART - PARTIE E - CONSENT AND CERTIFICATION (continued) - CONSENTEMENT ET CERTIFICATION (suite)**

For applicants who have resided outside Canada during the last five (5) years or for those who have travelled outside of Canada and the United States for more than 90 days (excluding travel for government business) during the last five (5) years.

Les demandeurs qui ont résidé à l'étranger pendant les cinq (5) dernières années ou ceux qui ont voyagé à l'extérieur du Canada et des États-Unis (sauf les voyages effectués pour affaires gouvernementales) au cours des cinq (5) dernières années.

Have you resided outside of Canada or travelled outside of Canada or the United States for 90 consecutive days or more during the last five (5) years?

Avez-vous résidé à l'étranger ou voyagé à l'extérieur du Canada ou des États-Unis pendant 90 jours consécutifs ou plus au cours des cinq (5) dernières années?

Yes - Oui  No - Non

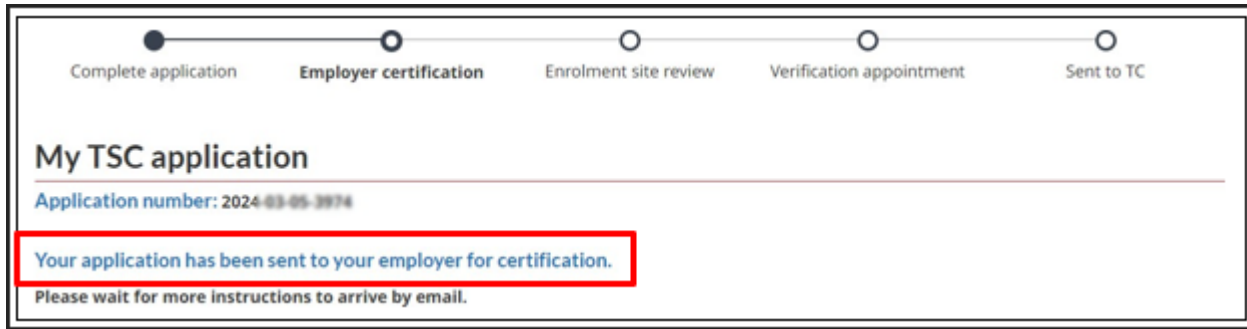
Initials - Initials: **Initials**

**Sign**

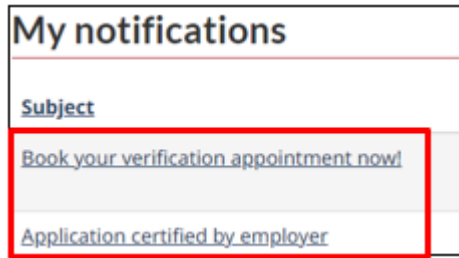
Applicant's signature - Signature du demandeur

Date Y-A / M / D-J

19. Once you have finished signing your application, select **Consent & Submit** at the bottom of the page. Your application will be sent to your employer for certification.



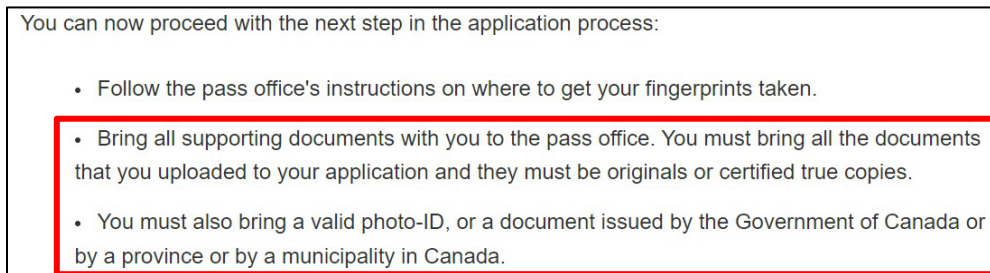
Once your employer certifies your application, it will be sent to the airport pass control office. You will receive a notification from **TSS Modernization** to log in to your account. Log in to view details about the **status of your application**.



If your employer has **certified** your application and/or you receive a notification to book your **verification appointment**, you may book your verification appointment.

**20. The Thunder Bay Airport Pass Control Office will contact you to schedule an appointment.**

**IMPORTANT NOTICE:** You must bring all documents used in your application to your appointment. They must be original and certified true documents. This includes valid photo-ID. Failure to bring your documents will result in a **fee** for an **unprepared** appointment. Fees are outlined on our website.



If you have any questions about your application, please contact Transport Canada Security Screening Program at 613-990-5532 or via E-Mail:

**TC.SecurityScreeningPrograms-Programmesfiltragesecurite.TC@tc.gc.ca**