Thunder Bay International Airports Authority Inc. (TBIAAI) Pass Control Office
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Thunder »
BayAirport

RESTRICTED AREA IDENTIFICATION CARD (RAIC) APPLICATION REQUIREMENTS FOR NEW EMPLOYEES AND FOR EMPLOYEES RENEWING THEIR PASS

☐ **STEP #1: Watch the Security Awareness Video**
- **Watching this security training video is mandatory:** http://www.tbairport.on.ca/page/applications.
- After watching the video, you will gain access to all necessary forms and guidance for the application.

☐ **STEP #2: Required ORIGINAL Identification Documents – no photocopies**

Born in Canada?	Born outside of Canada?
Canadian Birth Certificate *For applicants born in Quebec – only birth certificates issued after January 1994 are accepted **AND** **Original Valid Passport** *If not valid or available, you must provide a valid government-issued photo-bearing ID card or document (e.g. Driver's License or Photo ID Card)	**Present one of the following documents:** • Canadian Citizenship Certificate/Card; or • Permanent Resident Card; or • Work Permit and/or Study Permit **AND** **Original Valid Passport** *If not valid, provide a valid government-issued photo-bearing ID card or document (e.g. driver's license)

☐ **STEP #3: Thunder Bay Airport Application for Airport Restricted Area Pass**
- Fill this form online. Both the applicant and the Signing Authority must sign the form.
- ❖ BRING THIS TO YOUR PASS CONTROL APPOINTMENT

☐ **STEP #4: Rules and Regulations Regarding Enhanced Access Controls & RAICs**
- Applicant must read and fully understand this information. The applicant must sign this form.
- ❖ BRING THIS TO YOUR PASS CONTROL APPOINTMENT

☐ **STEP #5: Review your application package with your employer's DSA**
- Bring all your information to your employer's Designated Signing Authority for review and signatures.
- Ask your DSA to begin your Transportation Security Clearance online application.

☐ **STEP #6: Transport Canada Application for Transportation Security Clearance**

IMPORTANT: if you have resided or travelled outside Canada/USA for a consecutive 90+ days, or cumulative 6+ months, within the last 60 months, there are significant additional application requirements that must be satisfied. Failure to do so will result in a 3-18 month delay.
Provide as much detail as possible to support what you were doing during that time. Pay slips, rent receipts, utility bills, education diplomas, attestations from volunteer organizations, etc.

- Applicant must complete and submit this application online for review by both the Employer's Designated Signing Authority and the Thunder Bay Airport Pass Control Office.
- ❖ BRING ALL SUPPORTING DOCUMENTS AND IDENTIFICATION TO YOUR PASS CONTROL APPOINTMENT

☐ **STEP #7: Airport Pass Control Office will schedule an appointment with you**
- Once your Transport Security Clearance application has been approved by the Pass Control Office, you will be contacted to schedule an appointment.
- ❖ **Bring all your ORIGINAL ID, SIGNED documents and supporting information to this appointment.**

APPLICANTS WILL BE NOTIFIED BY THE TBIAAI PASS CONTROL OFFICE ONCE A TRANSPORTAION SECURITY CLEARANCE HAS BEEN GRANTED BY TRANSPORT CANADA

THE AVERAGE TIME FOR A TRANSPORT CANADA SECURITY CLEARANCE APPROVAL IS 3-6 MONTHS