

1. Applicants must complete the attached RAIC Multi-Airport Canada Pass Application form
2. Applicants must complete and print the online security awareness training, link below:
<https://www.portstoronto.com/Online-Security-Awareness-Program/index.html>
3. Appointments can be booked online at BBTCAPassControl.as.me or at 416-203-6942 x 19
4. Completed applications must be submitted to the Airport Pass Control Office at least **48 hours** prior to the scheduled appointment for approval by the Airport Security Management representative. Please note that **Sections 2, 3 and 6 must be completed** prior to the submission
5. Should the application be not approved, the Airport Pass Control Office will notify the applicant and provide the reasons behind the decision
6. A Canada Pass is valid for a maximum of one year period from the date of issue, or until the end of the applicant's security clearance, whichever is less
7. Applicants must also read, understand and sign the attached Terms and Condition of Issue form prior to attending the scheduled appointment
8. A Canada Pass will be issued at the airport where the applicant is based
9. The Canada Pass application must be completed with the appropriate justification upon renewals

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SECTION 1 – DOCUMENTATION (Completed by the Airport Pass Control)						
New		Renewal		Transfer From		Ref #
RAIC RIN			RAIC Expiry		Clearance Expiry	
SECTION 2 – PARTICULARS (Completed by Applicant)						
Surname				Given Names		
D.O.B				Gender		
Home Address	Street #	Street Name				
Unit #	City	Prov.	Postal Code	Complexion		
Height CM	Weight KG	Hair Colour	Eye Colour	Tel #		
SECTION 3 – EMPLOYMENT PARTICULARS (Completed by Applicant & Company)						
Employer				Dept.		
Job Title				Phone		
Work Address	Unit # Code	Street #	Street Name	City	Prov.	Postal
Company Signing Authority	Name		Date		SIGNATURE	
	Title		Phone			
SECTION 4 – AIRPORT AUTHORITY APPROVAL (Completed by Airport Pass Control)						
Airport Authority Signing Authority	Name		Date		SIGNATURE	
	Title		Phone			
SECTION 5 – RECEIPT OF CANADA PASS (Completed at Appointment)						
I, the applicant, certify that:					SIGNATURE of Applicant	
a) I have received the Pass described above						
b) I have read, understand, and agree with the terms and condition of issue						
Name of Witness				Signature of Witness		
SECTION 6 – JUSTIFICATION FOR CANADA PASS (Completed by Applicant)						
List of airports to which access is required for frequent visit						
Duties performed at the above airports						

Terms and Conditions

As a holder of a RAIC Multi-Airport Canada Pass (Canada Pass), I understand, agree to and will abide by all the following Terms & Conditions of Issue:

- A. The Canada Pass issued to me is the property of the Issuing Airport Authority
- B. I will immediately report the loss, theft or confiscation of the pass to the issuing Pass Control Office at 416-203-6942 Ext. 19
- C. The Canada Pass issued to me is valid only for those Airport Restricted Areas to which I require access while on duty and in the performance of functions directly related thereto
- D. The Canada Pass will not be used to bypass pre-board passenger screening where as a passenger both my person and carry-on baggage area subject to screening
- E. The Canada Pass will not be used to assist others to bypass pre-board screening where such individuals and/or carry-on items are subject to screening
- F. I will not use the pass to enter a Restricted Area other than at a designated Access Point for which Canada Pass entry is authorized
- G. I will comply with the specific Canada Pass Access Conditions established at each Airport
- H. Except where authorized by the issuing Airport Authority and subject to any conditions of that authorization, I shall not:
 - i. Loan or give my Canada Pass to another person
 - ii. Have possession of, or use for any purpose, a Restricted Area Pass/Restricted Area Identity Card that was not issued by a person having authority to do so
- I. The Canada Pass issued to me is subject to the limitations & restrictions set out on the face of the pass and any other limitations issued to me in writing by the issuing Airport Authority
- J. I will visibly display the Canada Pass on outer clothing at all times within restricted areas
- K. I will safeguard the Canada Pass at all times and will not willfully alter, tamper with, damage or duplicate said pass
- L. I am subject to a replacement fee (see sub bullets) as prescribed by the issuing Airport Authority for the altering, tampering, damage, loss and/or thief of a Canada Pass.
 - i. Lost first time: \$100 fine + tax
 - ii. Lost second time: Replacement pass not issued; restricted airside access denied until pass issuance approved by Transport Canada
- M. I have been informed of and am subject to any fees associated with the administration of the RAIC system
- N. I understand that the Canada Pass issued to me by or under the authority of my employer(s) and/or an Airport Authority will be immediately surrendered:
 - i. To my employer and/or the issuing Airport Authority upon termination of employment, lay-off, medical leave, maternity leave, strikes or any other type of long-term employment leave expected to exceed thirty days
 - ii. When I have been notified by the Airport Authority to return the pass. Upon return the Airport Authority will issue a receipt confirming the return of the pass
 - iii. To any Airport Authority Representative or designate on the breach of any conditions contained in this document and/or relevant Aerodrome Security Acts, Regulations & Measures and/or Airport Authority Policies
 - iv. To the Issuing Airport Authority on or before the expiry date of the pass
 - v. To the Issuing Airport Authority and/or agencies acting on behalf of the Airport Authority on demand
 - vi. To the Issuing Airport Authority upon notification that my Transportation Security Clearance has been denied, suspended, revoked, cancelled or has expired
- O. I have read and understand the relevant excerpts of the Canadian Aviation Security Regulations (Part 3 attached) and the Terms & Conditions of Issue and recognize that failure to comply could result in a maximum monetary penalty or \$5,000.00

Full Name	Date (yy-mm-dd)	Signature
Company Name	Phone	