AÉROPORT DE TORONTO
BILLY BISHOP
TORONTO CITY AIRPORT

APPLICATION INSTRUCTIONS

ALL APPLICATIONS MUST BE FILLED OUT ONLINE AND PRINTED. HANDWRITTEN FORMS WILL NOT BE ACCEPTED

1. Complete the Airport Security Awareness program

Complete the BBTCA **Online Security Awareness Program.** Bring a printed copy of your certificate of completion or confirmation email to your scheduled appointment. This training is valid for 3 months from the date of completion.

2. Apply for a Transportation Security Clearance (TSC) – RAIC APPLICANTS ONLY

a) Complete the application for a **Transportation Security Clearance** and submit online before printing and having signed by a pre-established company signing authority.

b) Provide two original identification documents.

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, provide a driver's license or photo 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 driver's license or photo card

c) Review the **Out of Country Guidelines** and bring the appropriate supporting documents to your appointment including the **Statement of Activities form** if applicable.

3. Apply for a Restricted Area Identification Card or Access Pass

Complete the application for a **Restricted Areas Identification Card or Access Pass**. Print and have it signed by a pre-established company signing authority. A completed application form is required for every RAIC or access pass issued including temporary pass renewal.

Please note that proof of vaccination or employer issued exemption document will be required.

4. Read and sign the Conditions of Issue Form

Read the **Conditions of Issue BBTCA RAIC, Access Passes & AVOP** and sign.

5. Book an Appointment

Appointments should be booked online at **bbtcapasscontrol.as.me**

Office Hours and Contact Information

Monday – Friday 08:30 AM – 04:00 PM
*Closed weekends and statutory holidays

passcontrol@portstoronto.com
Office: (416) 203-6942 ex.19