



Advisory # **2023-A-021**

Subject: Changes to the Transportation Security Clearance Application

From: GTAA Governance, Corporate Safety and Security

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Effective July 12th, 2023, Transport Canada is moving the Transportation Security Clearance Application fully online using the web-based program DocuSign. This program will replace the current Transportation Security Clearance Application ("TSCA" or "long form") process with a digital signature process.

This means that all employees applying for a Transportation Security Clearance (TSC) after July 12th, 2023 will be required to apply through the DocuSign program including the secure upload of IDs and supporting documentation.

All paper applications prepared before July 12th will be accepted at the Pass Office and applicants **do not** need to reapply using DocuSign. In addition, applicants must continue presenting all original identification and supporting documentation at their Pass Office appointment.

All other Pass Office applications (including RAIC, Keycard, AVOP) will continue unchanged and must be printed and signed manually.

More information for Signing Authorities: [TSCA DocuSign help videos: Airport - Company signing authority \(canada.ca\)](#)

More information for applicants: [TSCA DocuSign help videos: Airport - Applicant \(canada.ca\)](#)

Thank you for your continued patience as we implement the **Transportation Security Clearance Application changes at the Pass Office.**