



Advisory # 2024-A-008

**Subject: New Platform for Security Clearance Applications Postponed
Update to Advisory # 2024-A-003**

From: Governance, Corporate Safety and Security

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The planned change to Transport Canada's Security Clearance Application from DocuSign to the new Transportation Security Service (TSS) platform **has been postponed until further notice**. This change was originally scheduled for March 14, 2024.

Required Actions for Company Signing Authority:

- Continue to utilize the DocuSign application process for Transportation Security Applications until you are advised of the new TSS Platform launch date.
- The Greater Toronto Airports Authority's Pass Office is working with Transport Canada to onboard Employer Signing Authorities to the TSS Platform. Signing Authorities will receive a link via an invitation email when the account is created, to complete the account initiation. Please complete this initiation.
- **Do not onboard employees** onto the TSS platform until you are advised of the new launch date. Applications on the TSS Platform will remain unavailable to the Pass Office until the launch date.
- The GTAA Pass Office processes will continue as usual. This includes the necessity for applicants to present all original identification documents, along with RAIC & Keycard applications, during their Pass Office appointments.

Required Actions for New and Renewing Security Clearance Applicants:

- Continue to utilize the DocuSign application process for Transportation Security Applications until you are advised of the new launch date for the TSS platform.

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