



Advisory # 2020-A-066

Subject: Renewing Expired Transportation Security Clearances and Restricted Area Identity Cards at the Pass Office

From: Governance, Corporate Safety and Security

Contact: Renita Luis, pass.permits@gtaa.com

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On July 27, 2020 Transport Canada extended all active Transportation Security Clearances with an expiry date up to and including January 4, 2021, for an additional 90 days from the date of expiry noted on an individuals Restricted Area Identity Card (RAIC).

With business partners gradually reopening and increasing their hours of operation across airports in Canada, a return to regular processing of Transportation Security Clearances (TSC) renewals and RAICs are now strongly recommended by Transport Canada, where feasible, to avoid a delay in applications being processed.

The Pass Permit Control Office (Pass Office) is accepting renewal applications for Transportation Security Clearances (“long form”) and RAICs (“short form”).

If your Clearance has expired or will expire in the next three (3) to six (6) months, and you are actively working at the Airport, it is recommended you visit the Pass Office to submit your application. Our Hours of Operation can be found here: [HOURS OF OPERATION](#)

Exceptions: If you have attended the Pass Office to renew your clearance by submitting a TSC application (long form) after April 05, 2020 and you have been granted a clearance, you may not be eligible for the 90-day extension per Transport Canada. Please check the status of your clearance on the Transport Canada website here: [MY APPLICATION STATUS](#) or contact the Pass Office via email at pass.permits@gtaa.com.

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If your clearance is valid, it is recommended you attend the Pass Office with the applicable forms and identification to be processed for a valid RAIC.

If you are in possession of a Canada Pass, please contact the Pass Office via email at pass.permits@gtaa.com to check the status of your pass prior to completing a renewal application.

Pass Office Process for Renewal

Transportation Security Clearance (TSC) Application Form (Long Form)

- Applicants must complete and submit their TSC application form online
- Once submitted, the TSC application form must be printed
- Signing Authority will sign PART A of the TSC application form
- Applicants must bring the completed and signed TSC application form and all required identification to the Pass Office

A scanned copy of PART A of the TSC application will be accepted, provided the Pass Office is able to confirm the authenticity of the Signing Authority's signature. Original signatures (wet signatures) are preferred when possible. **Electronic signatures will not be accepted**

Restricted Area Identity Card (RAIC) Application Form (Short Form)

A scanned copy of the RAIC application form will be accepted, provided the Pass Office is able to confirm the authenticity of the Signing Authority's signature. Original signatures are preferred when possible. **Electronic signatures will not be accepted**

Security Control Pass (Yellow Pass)

The process to extend the Yellow Pass remains the same. To renew an expired Security Control Pass, a RAIC application authorized by the Company's Signing Authority is required. **Electronic signatures will not be accepted.**

Thank you for your support and stay safe.

GTAA Pass Permit Control Office