



Advisory # 2020-A-084

Supporting Operational Effectiveness: GTAA Pass Permit Office

From: Governance, Corporate Safety and Security

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Date: 2020-10-15

With Pearson business partners gradually increasing their hours of operation, it is recommended, where feasible, that businesses start submitting Transportation Security Clearance (TSC) applications in order to avoid delays in process times. **The GTAA Pass Permit Control Office (Pass Office) is accepting new and renewal applications for Transportation Security Clearances ("long form") and RAICs ("short form").**

If you require a Clearance or your Clearance 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. The Pass Office is open from 8 a.m. to 3 p.m., Monday to Friday, unless otherwise noted on our [WEBSITE - TorontoPearson.com](http://TorontoPearson.com). The office will continue to be closed on the second Thursday of every month and all statutory holidays.

Pass Office Process

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

Note: 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