



Notice # **2018-N-004**

**Subject:** Pass Permit Control Office Updates

**From:** Governance Corporate Safety & Security

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In 2019, the Toronto Pearson Pass Permit Control Office will undergo a software upgrade to enhance and automate dated systems. All existing data in the current systems are undergoing a data migration to update and validate existing records.

As part of this data migration and validation, all Signing Authorities at businesses across Toronto Pearson are required to update their signing authority information, to maintain Signing Authority status.

Signing Authorities are asked to complete the following [secure form](#), to provide key information for validation of our records: Last Name, Given Name(s), RIN Number on RAIC, DOB, Pass Number, and Work Phone Number.

<https://bit.ly/2UddwBP>

It is critical that each signing authority complete the form with the same information displayed on their RAIC.

Additional information will be shared, as it becomes available, regarding the exciting changes coming to the Pass Permit Control Office.

For more information or questions regarding the data validation, please contact Tracey Dobbin.