

## NOTE – VERY IMPORTANT

Transport Security Clearance applications must be fully and accurately completed. Incomplete or inaccurate forms will be returned to the signing authority.

**Application for Transportation Security Clearance may be accessed from 2 locations:**

All Transportation Security Clearance applications must be accompanied by an 'Application For A Restricted Area Identification Card' (Short Form). This form is found on pages 3 and 4 below.

**TSC Applications (Long Forms)**

This form may be completed online at: [www.tc.gc.ca/tsc](http://www.tc.gc.ca/tsc) (this site **does not** have the HIAA short form which is required).

[Click here to print this form.](#)



**Transport Canada**

**Transports Canada**

INFORMATION BULLETIN – SE  
BULLETIN D'INFORMATION – PROG

NO. 72

DATE 2013-03-14

**SUBJECT: APPLICATION FOR TRANSPORTATION SECURITY CLEARANCE  
(TSC)**

**A number of handwritten TSC applications have been received recently using ink colours other than black ink.**

**This bulletin serves as a reminder that to avoid unnecessary delays in processing, please ensure that all applications are completed using black ink and block letters.**

## APPLICATION FOR A RESTRICTED AREA IDENTIFICATION CARD

NEW     
  RENEWAL     
  REPLACEMENT     
  EDIT

PART 1 - PARTICULARS OF APPLICANT					
SURNAME			GIVEN NAMES		DATE OF BIRTH D    M    Y
HOME ADDRESS			DEPARTMENT/COMPANY NAME & ADDRESS		
POSTAL CODE	AREA CODE	TELEPHONE NO	POSTAL CODE	AREA CODE	TELEPHONE NO
OCCUPATION			HEIGHT (cm)	HAIR COLOUR	EYE COLOUR
_____ PERSONAL E-MAIL ADDRESS			_____ COMPANY E-MAIL ADDRESS		
_____ SIGNATURE OF APPLICANT			_____ DATE		
PART 2 – CONFIRMATION OF THE APPLICANT'S REQUIREMENT FOR A RAIC AND THE CERTIFICATE OF SPONSORSHIP BY A SENIOR/DESIGNATED REQUESTING OFFICER					
<p>I, the undersigned, certify that it is necessary for the above named applicant to be issued a RAIC as their employment will require them to have ongoing access into a restricted area at HSIA. Our company will immediately notify HIAA if this applicant's employment with us is terminated, or their need for a RAIC no longer exists. If in such circumstances the applicant's RAIC is not immediately returned, then this company agrees to pay HIAA a fee of \$500.00. I have been made aware that if a RAIC is returned after payment has been made, then the fee will be refunded, minus a non-refundable charge. The company that I represent is aware that HIAA reserves the right, at its sole discretion, to amend fees and to establish additional policies, procedures or guidelines regarding the issuance and replacement of RAICs.</p>					
SIGNATURE OF SENIOR/ DESIGNATED REQUESTING OFFICER		PRINT NAME		DATE	
<small>NOTE: A PRE-APPROVED SENIOR/DESIGNATED REQUESTING OFFICER FORM MUST BE COMPLETED AND HELD AT THE HSIA PASS CONTROL OFFICE</small>					
PART 3 - RESTRICTED AREA ACCESS CLEARANCE REQUIREMENTS AND APPROVAL				CLEARANCE EXPIRY DATE	
SEP FILE NUMBER.		REFERENCE NUMBER		D	M    Y
PART 4 - AIRPORT SECURITY SERVICES CONTROL OFFICE VERIFICATION AND RESTRICTED AREA PASS GENERATION					
AUTHORIZED SIGNATURES VERIFIED / APPLICANTS DATA/PHOTO/SIGNATURE ENTERED <input type="checkbox"/> YES <input type="checkbox"/> NO					<u>RIN NUMBER</u>
SIGNATURE OF DATA CONTROL OFFICER ➤ _____			_____		
Signature			Date		

**Amended On: 05 Dec 2014**

NOT ISSUED	1 YEAR	2 YEARS	3 YEARS	4 YEARS	5 YEARS
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**PROTECTED WHEN COMPLETED**

**PART 5 - RESTRICTED AREA IDENTIFICATION CARD TERMS OF ISSUE**

1. I have not provided any false information for the purpose of obtaining this Restricted Area Identification Card (RAIC).
2. I am aware that the RAIC issued to me is the property of Halifax International Airport Authority (HIAA) and I will safeguard it at all times.
3. I must not alter or otherwise modify the RAIC issued to me.
4. I must not give or loan the RAIC issued to me to another person for them to use for any reason.
5. I must not use my RAIC unless I am on duty and acting in the course of my employment. I understand that the RAIC issued to me is only valid for those areas that my employer requires me to work.
6. The RAIC issued to me must be worn with the front of the pass visible on the upper part of the body (on the outside of the upper part of either arm or on the chest area).
7. I have been informed of the fees associated with the administration of the RAIC system and that should I not return my RAIC as required by HIAA that I shall be subject to an administrative fee set at \$150.00.
8. I must immediately report the loss or theft of my RAIC to the operator of the aerodrome or to my employer. Note: a \$150.00 administrative fee will be charged for a lost/stolen RAIC.
9. I understand that the administrative fees set out in paragraphs 7 & 8 above may be amended from time to time and that at its sole discretion, HIAA reserves the right to amend any fees relating to the issue or replacement of a RAIC, including amending the terms of issue.
10. I must return my RAIC to the operator of the aerodrome or to my employer if; I cease to be employed at this airport, my transport security clearance has been denied, suspended, revoked, cancelled or it has expired, or I otherwise cease to require access to the restricted area for which the RAIC was issued.
11. When required to do so, I must surrender the RAIC issued to me to HIAA, Transport Canada, a peace officer, my employer or a screening officer.
12. I am aware that the RAIC issued to me may be cancelled should I fail to comply with the terms of issue, HIAA directives or for violations relating to the Canadian Aviation Security Regulations.

**I certify that I have read and understand the terms of issue above and that I will comply with them.**

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**PRINT NAME:**

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**SIGNATURE:**

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**DATE:**