

# RAIC Application Process & Review Checklist



HalifaxStanfield

To reduce unnecessary wait times and application errors please take the time to review and verify the follow items before arriving to the Pass Control Office

RAIC application  
process

1. Complete the following for RAIC Applications (New & Renewal)
  - [Transportation Security Clearance form \(www.tc.gc.ca/tsc\)](http://www.tc.gc.ca/tsc)  
**Note:** Must be submitted online or will not be accepted
  - HIAA Application for a Restricted Area Identification Card <https://halifaxstanfield.ca/safety-security/security-forms-and-directives/>  
**Note:** Names on both applications must be same as valid Government ID
2. Print both completed applications from line 1 and bring to your employer to get signed by the authorized signatory (Sponsor)
3. Review form for errors and missing information
4. Collect & bring the following original documents to Pass Control Office:
  - Completed & signed forms from line 1
  - Government issued ID (**required** if no Passport)
  - Passport (original **required** if you have one)
  - Birth Certificate **\*required**
  - Permanent Resident Card (**required** if applicable)
  - Citizenship (**required** if applicable)
  - Immigration Documents (**required** if applicable)
  - Education verification / Travel Itinerary if Part C - Question 37 is YES
  - NEW! Starting Nov 15<sup>th</sup> 2021** - Proof of fully vaccinated, or medical/religious exemption (exemptions must be completed using the Transport Canada Forms)

Please verify  
BEFORE seeing  
the Pass Control  
Office Staff

- You have both forms printed and signed
- All original documents (as per above) are with you
- Forms are 100% complete with no errors
- All areas signed and initialed
- No gaps in employment and work history. Entire 5 year history needs to be explained.
- Work Locations and Living locations match (same applies to education locations)  
**Note:** If locations don't match explanation will be required
- Verify all information on your original documents are the same as your form.  
**Note:** Any discrepancies will result in delayed applications

Please use this checklist & bring this checklist with you when you visit the Pass Control Office.