

HIAA RAIC (RESTRICTED AREA IDENTIFICATION CARD) APPLICATION FORM

NEW
 RENEWAL
 CANADA PASS
 EDIT
 TRANSFER
 REPLACEMENT

PART 1 – APPLICANT					
First Name		Last Names		Date of Birth:	
Home Address			City	Province	Postal Code
Email Address		Tel. No.		Height(cm)	Eye Colour
Occupation		Employer		Date	
I certify that all the information set out by me in this application, including any supporting documentation, is true and correct to the best of my knowledge and belief.				Applicant Signature	

PART 2 – EMPLOYER					
First Name		Last Names		Tel. No.	
Position in Company/ Job Title			Email Address:		
Employer Name & Address			City	Province	Postal Code
Reason this employee requires access to Restricted Area?					
<p>I am authorized to sign on behalf of the company that employs this applicant, I certify, that;</p> <ol style="list-style-type: none"> a. 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. b. Our company will immediately notify HIAA if this applicant's employment with us is terminated, on leave, or their need for a Temp Pass / RAIC no longer exists. If in such circumstances the applicant's Temp Pass / RAIC is not immediately returned, then this company agrees to pay HIAA a fee of \$500.00. c. I am aware that if a Temp Pass / RAIC is returned after payment has been made, then the fee will be refunded, minus a non-refundable charge. d. The company that I represent is aware that, at its sole discretion, HIAA reserves the right to amend fees and to establish additional policies, procedures or guidelines regarding the issuance and replacement of RAICs. e. I confirmed the company listed in the applicant information section is in fact the company that employees the individual and is NOT the company sponsoring the application. 					
RIN (if applicable)		Signing Authority Signature			Date

PART 3 – SPONSOR (if different from Part 2)					
Last Name		First Name		Tel. No.	
Position in Company/ Job Title			Email Address:		
Company Name & Address			City	Province	Postal Code
RIN (if applicable)		Sponsor Signature			Date

FOR PASS CONTROL OFFICE USE					
CASAP <input type="checkbox"/>	POV <input type="checkbox"/>	USPC Yes <input type="checkbox"/> No <input type="checkbox"/>		DATE RECEIVED	
SRCCS#		DCN #		MON	DD
ENROLLMENT OFFICER SIGNATURE		RIN #		CANCELLATION LIST DATE	
				MON	DD
				EXPIRED FILE DATE	
				MON	DD
				YYYY	

Please note that "Pass", refers to both Restricted Area Identity Cards (RAIC) and Temporary Passes (Temp Pass).

- The Pass issued to me is the property of Halifax International Airport Authority (HIAA) and I will safeguard it at all times. I will immediately report any loss, misplacement or theft, as well as any subsequent recovery of the Pass issued to me, to the Pass Control Office. I understand and agree to pay the \$150.00 administrative fee charged for a lost/stolen/replaced or unreturned Pass.
- I shall not intentionally alter, tamper with, damage and/or duplicate the Pass issued to me and will request a replacement if the information contained on it becomes illegible from normal use.
- I shall only use the Pass to enter and/or remain in the Restricted Area, US Preclearance or any Canada Customs Controlled Area when performing duties on behalf of my employer.
- I will not knowingly assist persons who do not possess a valid Pass to gain access into an Airport Restricted Area with the aid of my Pass.
- I will not assist, encourage, facilitate and/or accompany others to bypass passenger pre-board screening where such individuals and /or carry-on items would be subject to screening.
- I will not act in any way that reduces, interferes or may interfere with, compromises or may compromise the security of the Airport, airport workers, tenants, air carriers, occupants, HIAA or the general public as determined by HIAA.
- I will not have possession of, or use for any purpose, a Pass that was not issued to me by HIAA; I must not give or loan the Pass issued to me to another person for them to use for any reason.
- I will not use an expired Pass to access or be present in a Restricted Area.
- The Pass issued to me must be worn on the outer clothing with the front of the Pass clearly visible on the upper part of the body (on the outside of the upper part of either arm or on the chest area) when entering or remaining in a restricted area.
- I will immediately provide or surrender my Pass on demand to:
 - A Peace Officer or airport security personnel;
 - The Halifax International Airport Authority;
 - Transport Canada (the Minister); and
 - A screening officer, if being screened at a restricted area access point or at a location inside a restricted area.
- The Pass issued to me will be confiscated if I refuse, when requested by a screening officer, to submit to an authorized search of my persons, any goods or other items in my possession or control; and/or a vehicle under my care or control.
- If employed by more than one employer, I shall only use the Pass in respect of the Employer for whom I am performing duties at that time. If there are any changes to my employers my current RAIC is no longer valid and I must obtain a new RAIC.
- The Pass Office does not retain any fingerprints or iris images; the biometric template created from these images is only stored on the RAIC.
- I will immediately provide or surrender my Pass to my employer or HIAA on or before the expiry date presented on the face of the Pass:
 - Upon termination of employment, lay-off, or any employment leave in excess of 30 days;
 - Upon notification from Transport Canada that my Transportation Security Clearance and/or application for renewal will not be considered, has been denied, refused, suspended and/or cancelled;
 - If I am charged for committing a criminal offence;
 - On breach of any of these Terms of Issue; and
 - If my employment no longer requires me to have access to the restricted area for which the RAIC was issued.
- As a Pass holder, I shall comply with my role/responsibilities when providing escort services for another person in the Restricted Areas of the Airport, as dictated by HIAA and I will ensure "Escort Required" pass holder(s) remain in my line of sight and under my control at all times in the performance of duties in accessing and remaining in the Restricted Areas.
- If I am subject to Security Control requirements as identified on the "Escort Required" pass I shall remain within sight and control of the RAIC holder escorting me while within the Airport Restricted Area.
- As a "Search Required" pass holder, it is understood that I may access Terminal Sterile Areas without an escort, if I have been screened at a Preboard Screening check-point.
- I am aware that I am bound by the CASRs in regards to issuance conditions of use and understand that failure to comply with any provision of the CASRs or these terms of issue could result in confiscation of my Pass and a maximum monetary penalty of \$5,000.00 personally.
- As a Pass holder, I will notify and provide to HIAA Pass Control Office the documentation required by HIAA of any changes in my personal information including change of phone number, home address or any change or addition to my employment or employer within 7 business days of any such change.
- I consent to the disclosure to Canadian Air Transport Security Authority (CATSA) of the templates that will be stored on the RAIC. NOTE: Consent may only be given by an individual who has reached the age of majority. Where an applicant is a minor, the signature of a parent, guardian is mandatory on both this form and the RAIC form.
- I understand that each time a pass is issued to me it is my responsibility to ensure all information on the pass is correct, and must notify PCO of any errors immediately.
- Failure to comply with the following terms of issue, HIAA directives or violations relating to the Canadian Aviation Security Regulations (CASRs) could result in the temporary or permanent removal of your RAIC / Pass.

I have read, understand and will abide by the Terms of Issue printed above. My signature also indicates my consent to the collection, storage and digital encoding of my fingerprints, head-and-shoulder photographs, photo images of the iris of both eyes, and the personal data I provided on my application for this pass for the purpose of creating a Pass which will be used to verify my identity upon entry to the restricted.

Signature:

Date: