

1. Complete the Airport Security Awareness program

Complete the BBTCA [Online Security Awareness Program](#). Bring a printed copy of your certificate of completion or confirmation email to your scheduled appointment. This training is valid for 3 months from the date of completion.

2. Apply for a Transportation Security Clearance (TSC) – RAIC APPLICANTS ONLY

- a) Complete an application for a Transportation Security Clearance (TSC). Speak to your employer to initiate your account.
- b) Provide two original identification documents.

Born in Canada?	Born outside of Canada?
<p>Canadian Birth Certificate *For applicants born in Quebec – only birth certificates issued after January 1994 are accepted</p> <p>And;</p> <p>Original Valid Passport *If not valid, provide a driver's license or photo card</p>	<p>Present one of the following documents:</p> <ul style="list-style-type: none"> ▪ Canadian Citizenship Certificate/ Card or; ▪ Permanent Resident Card or; ▪ Work Permit and/or Study Permit <p>And;</p> <p>Original Valid passport *If not valid, provide a driver's license or photo card</p>

- c) Review the [Out of Country Guidelines](#) and bring the appropriate supporting documents to your appointment.

3. Apply for a Restricted Area Identification Card or Access Pass

Complete the [Application for Restricted Areas Identification Card and Access Pass](#). Print and have it signed by a pre-established company signing authority. A completed application form is required for every RAIC or access pass issued including temporary pass renewal.

NOTE: To upgrade a RAIC for access into the US Precleared Areas an upgraded TSC will be required. Speak to your employer to initiate this request. Once approved complete steps 3-5.

4. Read and sign the Conditions of Issue Form

Read the [RAIC, Keycard and Access Pass Terms and Conditions of Issue](#) and sign. If you have a pass issued by another Airport or Company read the [Terms and Conditions of Access Billy Bishop Toronto City Airport](#) and sign.

5. Book an Appointment

Book an appointment at bbtcapasscontrol.as.me. Secondary access within the terminal building can be arranged through Nieuport Aviation at <https://www.nieuport.com/contact-us>

Office Hours and Contact Information

Monday to Friday, 8:30am to 4pm * Closed weekends and statutory holidays

Passcontrol@torontoporthauthority.com

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