

Preclearance Access for Non-YTZ RAIC Holders

Due to changes to the **Preclearance in Canada Regulations**, that came into effect **March 9, 2026**, all Non-Billy Bishop Restricted Area Identification Card (RAIC) holders are advised of updated access requirements for **Preclearance Areas**.

RAIC holders (including Canada Passes) from *other airports* may now be required to **upgrade their access**, even if they currently have authorization to access Preclearance Areas at their home airport. Access privileges previously granted at another Canadian airport do **not automatically transfer** under the updated regulatory framework.

No action is required if you have already been issued a **secondary method of identification** at Billy Bishop, indicated by:

- An **icon displayed on the back of a YYZ RAIC**, or
- A secondary **purple identification card** issued by Billy Bishop Toronto City Airport that features the **icon**.

These identifiers confirm compliance with the updated regulations.

RAIC holders who do **not** possess one of the identifiers listed above should follow the steps outlined on the following pages and contact their **primary employer** to request an access upgrade before visiting the Billy Bishop Pass Office should it be required.

Failure to comply with the updated requirements may result in denied access.

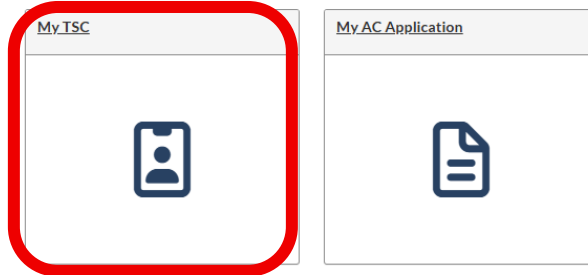
Questions can be sent to passcontrol@torontoportauthority.com

For Employees

If you have a TSS account:

1. Log into your account and select My TSC

My dashboard



2. Check to see if you have an active clearance under My Access Clearance

My Transportation Security Clearance (TSC)

Full name	File number	Company	Granted date	Expiry date	Status
██████████	██████████	Billy Bishop Toronto City Airport	2023-05-23	2028-05-23	Active

My Access Clearance (AC)

Full name	AC number	Company	Granted date	Expiry date	Status
██████████	██████████	Billy Bishop Toronto City Airport	2023-05-23	2028-05-23	Active

If **Yes** – skip to step 4

If **No** – proceed to step 3

3. Contact your company signing authority at your home airport and request that they send you an Access Clearance Application. Complete and submit the application. Once you receive notification through TSS that your Access Clearance application has been approved proceed to step 4.
4. **Print** a copy of the page showing the **My Access Clearance** with an **Active Status** and attach it to your application.
5. **Book an appointment for RAIC from Another Airport.**

<https://www.billybishopairport.com/corporate/pass-control-office/>



TORONTO
PORT AUTHORITY
ADMINISTRATION
PORTUAIRE DE TORONTO

For Company Signing Authorities

Due to the changes in the **Preclearance in Canada Regulations**, employees working at new Preclearance sites such as Billy Bishop Toronto City Airport must upgrade their clearance to be compliant with the new regulations. This is not required for employees who are only working at their home airport until their TSC renewal and will be part of that renewal process as appropriate.

To determine if your employee requires an upgrade please proceed to the Company TSC page and look under the Access Clearance status column. If it shows **AC-Yes** no further action is required in the TSS platform. If it shows **No** or **Yes-PCA** they will require to upgrade.

Site TSCs

TSC status

 See all 

Access Clearance status

 See all 

Service type

 See all 

Showing 1 to 1 of 1 entries (filtered from 1,819 total entries) | Show **10**  entries

Full name  	File number / Granted on  	Primary company  	Expiry date  	TSC status	Access Clearance status	Company role	Quick actions
\	2023-02-22	Billy Bishop Toronto City Airport	2028-02-22	Active	Yes - AC		

If your employee requires to upgrade their clearance so that they can work at Billy Bishop Toronto City Airport you are requested to initiate Access Clearance application in the TSS platform.

If the employee already has a TSS account, please proceed to the Company TSC page and select Add Access Clearance from the Quick actions.



Site TSCs

TSC status

▼ Active ▼

Access Clearance status

▼ No ▼

Service type

▼ See all ▼

Showing 1 to 1 of 1 entries (filtered from 1,670 total entries) | Show 100 ▼ entries

Search

Full name ↑↓	File number / Granted on ↑↓	Primary company ↑↓	Expiry date ↑↓	TSC status	Access Clearance status	Company role	Quick actions
	2024-08-27	Billy Bishop Toronto City Airport	2029-08-27	Active	No		

 The personal information enclosed in a Transportation Security Clearance Application is collected by or on behalf of Tr provided for the purpose of conducting all the necessary verifications or assessments for security clearances under the

- Edit
- Resend invitation code
- + Add Access Clearance

If they do not have a TSS account, then onboard them as per the usual process selecting Add Access Clearance (AC) to an active TSC as the reason for onboarding.

Reason for onboarding

 **test@testy.com** doesn't have a TSS account and can be onboarded. Carefully choose one of the options below based on the employee's requirements.

Employee needs:

- ☐ Transportation Security Clearance (TSC)
- ☐ Transportation Security Clearance (TSC) and Access Clearance (AC) (access to the US preclearance area)
- ☒ Add Access Clearance (AC) to an active TSC
- ☐ I'm not sure

Cancel

Next



TORONTO
PORT AUTHORITY
ADMINISTRATION
PORTUAIRE DE TORONTO

The employee will be required to attach a printed screen shot showing that they have Access Clearance to their application. This may be done from with the Employee's profile or the Signing Authority's profile.

Please note, an employee may only have 1 TSS profile regardless of the number of employers or airports they work at. This profile will remain at the airport where their RAIC is issued and can only be accessed by their primary employer.

Questions can be directed to passcontrol@torontoportauthority.com.



TORONTO
PORT AUTHORITY
ADMINISTRATION
PORTUAIRE DE TORONTO