

ALL APPLICATIONS MUST BE FILLED OUT ONLINE AND PRINTED. HANDWRITTEN FORMS WILL NOT BE ACCEPTED

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). **As of March 28th, 2024, the application process has changed. Speak to your employer about how to initiate your application.**

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 <u>one</u> 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 a [Restricted Areas Identification Card or 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.

4. Read and sign the Conditions of Issue Form

Read the [Conditions of Issue BBTCA RAIC, Access Passes & AVOP](#) and sign.

5. Book an Appointment

Appointments should be booked online at bbtccapasscontrol.as.me

Office Hours and Contact Information

Monday to Friday, 8:30am to 4pm * Closed every Thursdays from 11-11:30am, weekends and statutory holidays

Passcontrol@portstoronto.com