Thunder Bay AIRPORT

NECESSARY STEPS TO OBTAIN A RESTRICTED AREA IDENTIFICATION CARD (RAIC) FOR NEW EMPLOYEES OR THOSE RENEWING THEIR RAIC AT THUNDER BAY AIRPORT

☐ **STEP #1: Watch the Thunder Bay Airport Security Awareness Video**

- **Watching this security training video is mandatory:** https://flyqt.ca/business/raic-application/
- After watching the video, you will gain access to necessary forms and guidance for the steps below.

☐ **STEP #2: Submit the application to obtain a Thunder Bay Airport RAIC**

- You must know the name of your employer's Signing Authority who is sponsoring your application.
- Fill in and submit this form found in Step 2 within the https://flyqt.ca/business/raic-application-information/ webpage.
- This form automatically gets sent to your employer's Signing Authority for their review.
- The Signing Authority will print this. Both you and the Signing Authority must sign the form.
- ❖ BRING THIS **SIGNED** FORM TO YOUR PASS CONTROL APPOINTMENT

☐ **STEP #3: Rules and Regulations Regarding Enhanced Access Controls & RAICs**

- You print this form found in Step 3 within the https://flyqt.ca/business/raic-application-information/ webpage.
- You must read and sign the form to attest that you fully understand this information.
- ❖ BRING THIS **SIGNED** FORM TO YOUR PASS CONTROL APPOINTMENT

☐ **STEP #4: Have your Signing Authority "Onboard" you to the TC TSS Platform**

- Your Signing Authority must "Onboard" you within the Transport Canada (TC) Transportation Security Services (TSS) Platform. They create an account for you within the TC TSS Platform so you may apply for a Transportation Security Clearance (TSC). TBIAAI cannot issue you a RAIC unless you have a valid TSC.
- **To use this TC TSS Platform, you must have a valid PERSONAL E-Mail address and access to a smartphone or tablet for Two-Factor Authentication (2FA) purposes.**
  - o Avoid using any work E-Mail account for this.
- You will be sent an invitation E-Mail from TC's TSS Platform. Complete the set up of your TSS account and configure the preferred 2FA method. Work with your Signing Authority if you have difficulty.

☐ **STEP #5: Apply for a Transport Canada Transportation Security Clearance**

- Once you can log into the TSS Platform, you will have access to the "**My TSC Application**" module.
  - o Complete and submit this application. *Use the TSS Help features if you need clarification*.
- Watch for E-Mail updates or requests for further information related to your application.

- IMPORTANT: if you have resided or travelled outside Canada/USA for a consecutive 90+ days, or a cumulative period of 6+ months, within the last 60 months, there are significant additional application requirements that must be satisfied. Failure to do so will result in a 3–18-month delay. **You MUST provide details and supporting evidence** for what you were doing during that time. Pay slips, rent receipts, utility bills, education diplomas, attestations from volunteer organizations, etc.

☐ **STEP #6: Airport Pass Control Office will schedule an appointment with you**

- Once your Transport Security Clearance application has been reviewed by the Pass Control Office (PCO), the PCO will contact you to schedule an appointment via the E-Mail address used in your application.

❖ **YOU MUST BRING ALL SUPPORTING DOCUMENTS AND ORIGINAL IDENTIFICATION THAT YOU INCLUDED WITHIN YOUR TC TSC APPLICATION TO YOUR PASS CONTROL APPOINTMENT**
WITHIN A FEW BUSINESS DAYS OF TRANSPORT CANADA GRANTING YOU A TSC, THE PASS CONTROL OFFICE WILL E-MAIL YOU WITH A TIME TO PICK UP YOUR RAIC.