

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

**1. Complete the Airport Security Awareness program**

Complete the Billy Bishop Airport [Online Security Awareness Program](#). A printed copy of your certificate of completion or confirmation email must be provided at your scheduled appointment. This training is valid for 3 months from the date of completion. Refer to the [Troubleshooting Guide](#) should you have any issues with the program.

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

- a) Complete the application for a [Transportation Security Clearance](#) and submit online before printing and having signed by a pre-established company signing authority.
- b) Provide two original identification documents.

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

**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 [btcpasscontrol.as.me](http://btcpasscontrol.as.me)

**Office Hours and Contact Information**

**Pass Control Office**  
 Monday – Friday  
 08:30 AM – 04:00 PM  
 \*Closed weekends and statutory holidays

passcontrol@portstoronto.com  
 Office: (416) 203-6942 ex.19