

RAIC RENEWAL GENERAL GUIDELINE:

STEP 1: Complete Online Security Awareness Training

Your first task is to complete Security Awareness Training modules online. The modules are designed to inform you about your role in ensuring airport security. To complete the courses, allow yourself adequate time (minimum 2 hours). At the end of each module, enter your first name, last name, email address, and Company (Air Canada). RAIC/PASS# will default to 0 (zero) for new hires. You will receive an email from info@gtaa.com with the Subject: Record of Completion. Print out each email and put in a safe place, you will need them in Step 3.

Access modules via this site: <https://www.gtaa.org/pearsonawareness/index.php>

- Module 1: [Airport Security Awareness - National](#)
- Module 2: [Airports Security Awareness - YYZ](#)
- Module 3: [Health and Safety Awareness](#)

Please note that you will be required to complete a [10-minute Validation Quiz](#) on the Airport Security Awareness training course at the Pass Office during your application process.

STEP 2: Complete Security Clearance Documents

(SHORT FORM) [Application for Restricted Area Identification Card \(RAIC form\):](#)

All forms must be completed online. Handwritten forms will not be accepted.
The forms have been designed to be downloaded on your download folder, then opened and completed using Adobe Acrobat Reader DC. Ctrl+click on the link titles below to download the PDF files. You can [download Adobe Acrobat Reader DC](#) for free.

- **Complete Part 1** with your personal information (Note: please ensure the name matches the name on your passport)
- **Complete Part 2** with the following:

| Part 2—Employment Information (to be completed by employer) | | | |
|---|------------------|--------------------------------|-------------|
| Employer | Department | Employee Occupation | |
| AIR CANADA | CUSTOMER SERVICE | CUSTOMER EXPERIENCE SPECIALIST | |
| Restricted Area Identity Card | | | |
| Type of Pass Requested | Other | Keycard Access Requested | Other |
| AIRSIDE | TRANSBORDER | TERMINAL 1 | TRANSBORDER |

(LONG FORM) [Transportation Security Clearance \(TSC\) Application:](#)

- Scroll down and then click the **'APPLY NOW'** button to proceed to the application process.
- Please ensure that the information you provide is detailed and accurate.
- Please ensure to follow the below instructions **and save a copy** of your unfinished TSC Application to your email.
- If you save an unfinished application, choose "Send by email". This way, you can access the .tscx file from anywhere, by logging into your email. Do not use the download function if you are using a public computer!
 - o You will be able to *complete* or *modify* at a later time by clicking 'Yes' to **Would you like to continue an application that you already started in a tscx file format?** then selecting the saved file to restore your data.

- You must complete the application on a computer attached to a functioning printer.
- Below is useful information required to complete this form:
- **Requesting Authority section:** complete fields as follows

Requesting Authority

*** Airport or enrolment site**

Toronto Pearson International Airport

*** Occupation**

Other

*** Other**

Customer Experience Specialist

*** Sponsor or company's name**

Air Canada

Signing authority's name ⓘ **Signing authority's email**

Leave Blank

Reason for application

For employment and to have access to restricted areas of the airport.

Sponsor or company's address ⓘ

Find Canadian address ⓘ

Start typing the address

| Street number | Street name and type | Unit or suite number |
|---------------|---|----------------------|
| | Lester B. Pearson International Airport | Terminal 1 |

PO (Post Office) Box Number

6002

City **Province**

Toronto Ontario

Postal code

L5P 1B4

- **Residences section:** requires a list of all addresses in which you resided (**lived**) in during the last 5 years. Start with your most current and go back in time 5 years. **Do not leave any time gaps.** Must include full addresses including postal code/zip if they were in Canada or USA. Please note to include addresses where you lived while at school if within the last 5 years. Also note that if you have travelled outside of Canada or the USA for more than 90 days in the last 5 years, the addresses must be included in this section.
- **Employment section:** is requesting for 5 years of history, enter your first activity as "Air Canada", select "Employment". Select the month and year that you are starting and check "Present". See below as an **example**.

* Type of employment
 Employment ▼

* Name of employer
 Air Canada

* From

* To
 To Present

* Country
 CANADA ▼

Find Canadian or USA address ⓘ

* Street number
 6301

* Street name and type
 Silverdart Drive

Unit or suite number

* City
 Mississauga

* Province, territory or state
 Ontario ▼

* Postal code or zip code
 L5P 1B2

- After Air Canada, enter your next activity and then go back in time 5 years.
- All activities must be broken down into exact time frames. **Do not leave any gaps in your activity, employment, travel, education or address history.** If you have not been employed for even one month, please enter "unemployment" on the form and then enter your home address at that time.
- If you have been outside of Canada and the U.S. for more than 90 days, in the last 5 years, you are required to provide supporting out of country documentation. Below are the additional documents required:
 - o **From 6-24 months:** Police Certificates and Statement of activities.
 - o **More than 24 months:** Police Certificates, Statement of activities and Documentation to support residency, employment, education and/or activities.
 - o Further reference/details here: <https://tc.canada.ca/en/corporate-services/guidelines-transportation-security-clearance-tsc-applications-extended-out-country-ooi-implications>
 - o Police certificate reference/link: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates/how.html>
- **Travel section:** asks about a list of countries you have visited outside of Canada or the USA for a period longer than 90 **cumulative** days.
- **When you've reached the Summary/Submission section, send a copy of your unfinished/unsubmitted application to your email by clicking**

 Save progress

Before you Print! Ensure you have included all the following:

- ✓ Your full legal name, as it appears on your birth certificate, citizenship certificate/card as it is written on the back or permanent resident card. Do not include nick names.
- ✓ Full name and date of birth for all spouses, including common-law, over the past five (5) years and the beginning and end dates of the union.
- ✓ Birth certificate number, municipality as indicated on the birth certificate and/or point and date of entry for all spouses (current and former).

Attention: You cannot obtain a Restricted Area Identity Card (RAIC) if you are missing documentation, and you will be unable to continue in the program if you cannot obtain a RAIC.

| If you were born in Canada: | If you are a Canadian Citizen (but were not born in Canada): | If you are a Landed Immigrant: |
|--|---|---|
| <p>Original Canadian Birth Certificate (if born in Quebec, need original paper birth certificate issued after 1994, not accepted the photocopy or plastic wallet-sized version)</p> | <p>Original Canadian Citizenship Card or Canadian Citizenship Certificate (<i>Note: A Commemorative certificate is not a legal citizenship document</i>)</p> | <p><u>Permanent resident status:</u> Original Valid Permanent Resident Card (<i>cannot be expired</i>) <u>Refugee/Work permit status:</u> Original Valid Work permit <u>and</u> if applicable, Refugee Protection Claimant document (RPCD)</p> |
| <p>Original Valid Passport (If expired, bring the passport with a valid Canadian government photo ID)</p> | <p>Original Valid Passport (If expired, bring the passport with a valid Canadian government photo ID)</p> | <p><u>Permanent resident/Work permit status:</u> Original Valid Passport (If expired, bring the passport with a valid Canadian government photo ID) <u>Refugee status:</u> Photocopy of the passport permitted</p> |