RAIC Application Process & Review Checklist

To reduce unnecessary wait times and application errors please take the time to review and verify the follow items before arriving to the Pass Control Office	

RAIC application process	1. Complete the following for RAIC Applications (New & Renewal)
	☐ [Transportation Security Clearance form](www.tc.gc.ca/tsc) (www.tc.gc.ca/tsc)
	Note: Must be submitted online or will not be accepted
	☐ HIAA Application for a Restricted Area Identification Card https://halifaxstanfield.ca/airport-authority/safe-and-secure/forms-and-directives/
	Note: *Names on both applications must be the same as valid Government ID*
	2. Print both completed applications from line 1 and bring to your employer to get signed by the authorized signatory (Sponsor)
	3. Review form for errors and missing information
	4. Collect & bring the following <u>original</u> documents to Pass Control Office:
	  ☐ Completed & signed forms from line 1
	  ☐ Government issued ID (required if no Passport)
	  ☐ Passport (original required if you have one)
	  ☐ Birth Certificate *required
	  ☐ Permanent Resident Card (required if applicable)
	  ☐ Citizenship (required if applicable)
	  ☐ Immigration Documents (required if applicable)
	  ☐ Education verification / Travel Itinerary if Part C - Question 37 is YES
	5. Complete CASAP (Canadian Airports Security Awareness Program) and print off proof of completion PRIOR to attending the Pass Control Office.
	https://halifaxstanfield.ca/airport-authority/safe-and-secure/forms-and-directives/

Please verify BEFORE seeing the Pass Control Office Staff	☐ You have both forms printed and signed ☐ All original documents (as per above) are with you ☐ Forms are 100% complete with no errors ☐ All areas signed and initialed ☐ No gaps in employment and work history. The entire 5-year history needs to be explained. ☐ Work Locations and Living locations match (same applies to education locations) Note: If locations do not match explanation will be required ☐ Verify all information on your original documents are the same as your form. Note: Any discrepancies will result in delayed applications

Please use this checklist & bring this checklist with you when you visit the Pass Control Office.