RAIC Application Process & Review Checklist

Halifax**Stanfield**

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) ☐ Complete a Transportation Security Clearance (TSC). Your employer will send you an invitation code to begin your online application for a new or renewal of a TSC. ☐ Application for a Halifax Stanfield Restricted Area Identification Card (this form is to be completed electronically): https://halifaxstanfield.ca/airport-authority/safe-and-secure/forms-and-directives/ Note: *The names used on both the TSC and RAIC applications must be the same as shown on your valid Government ID.* 2. Once completed, print the Halifax Stanfield RAIC Application, and take it to your company's authorized signatory for signing. 3. Collect & bring the following <u>original</u> documents to the Pass Control Office: ☐ Completed & signed Halifax Stanfield RAIC Application ☐ Valid Canadian or Provincial government issued ID (required) ☐ Canadian Birth Certificate (required if applicable) ☐ Valid Passport (original required if you have one) ☐ Permanent Resident Card (required if applicable) ☐ Canadian Citizenship (required if applicable) ☐ Immigration Documents (required if applicable) ☐ Documents to support time spent outside of Canada (required if applicable) 4. Complete the Canadian Airports Security Awareness Program (CASAP) and print off proof of completion <u>PRIOR</u> 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	☐ All original documents (as required above) are with you when you come to the Pass Control Office. ☐ The Halifax Stanfield RAIC Application is 100% complete with no errors AND all areas of the form have been correctly signed. ☐ Verify that all information on your original documents is the same as on your form. Note: Any discrepancies will result in delayed or declined applications

Please use this checklist and bring it with you when you visit the Pass Control Office