## The Application Process

**Step 1**
Complete a security clearance application and submit it online. (approximately 20-40 minutes to complete)*

*Remember to print and save an extra copy

**Step 2**
Take your printed application and all supporting documents to your Enrolment site or Pass Control office.

**Step 3**
Transport Canada works with the RCMP, CSIS, Immigration, Refugees and Citizenship Canada to do a criminal record check, check of law enforcement agency files, a CSIS idices check and CSIS security assessment (if needed) and a check on your immigration and citizenship status (if applicable)

**Step 4**
Transport Canada grants security clearance once evaluation is complete and there are no concerns. They will notify the appropriate Pass Control office or Enrolment site.

## Pass Control Office Locations

**YYC Pass Office Location**
The Calgary Airport Authority Pass Control Office is located on the third floor of the Domestic Terminal Building. Hours of business are Monday to Friday from 0730H to 2030H. Please note that the office is closed between 1230H – 1300H. and 1730H – 1830H. daily.

All appointments for the Pass Office should be booked ahead through our online system. Walk in appointments are no longer being offered. If you're more than five minutes late for your appointment, you may need to rebook.

Please refer to the map below.  Enter Door 1 Domestic, Past the Crew room.  If you hit the food court you've gone too far.

Employee Parking Map & Regulations



**YYZ Pass Office Location**

The GTAA Pass Office is now operating from 0700H until 1600H, seven days a week. The Pass Office will continue to remain closed on statutory holidays and on the second Thursday of every month. Airport workers are required to book a spot in the Virtual Queue for all visits to the Pass Office.

To book virtual queue, click here

**YVR Access Control Office**

The Access Control office is located in the Domestic Terminal Building Level 1, Room 1111 next to the Medical Clinic.

You must complete the following applications or online course prior to submit documentations to the Access Control office.
Complete online Canadian Airport Security Awareness Program
Complete YVR RAIC application (provided by RAIC sponsor)

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Complete Online Transportation Security Clearance application – submit and print
Complete Access Request form for Office & Infrastructure (if necessary)

Once all have been completed, the contractor will then submit to Access Control Office.  Once the application package is approved, the Access Control Office will send a link to the you to reserve an appointment online before attending the office for processing.  Applicants must bring all original applicable IDs to the appointment time.

**YEG Pass Office Location**

The Edmonton Pass Control Office is located on the North Mezzanine Level, Main Terminal Building. 3782 Airport Road, Edmonton International Airport.  Hours of business are Monday to Friday from 0700H to 1900H. Please note that the office is closed weekends and holidays.

All appointments for the Pass Office should be booked ahead through our online system. Walk in appointments are no longer being offered.

## Pilot RAIC Information

All WestJet pilots may obtain a RAIC in YYC, YVR, or YYZ. We recommend alignment of the RAIC with your assigned base, however should one of the other three bases be more convenient, that is permitted. Encore pilots must transfer to a WestJet RAIC. Our process, reached in consultation with TC and the Pass Offices, requires all WestJet Flight Crew to hold a RAIC from either YVR, YYZ, or YYC without exception.

Transport Canada regulations are such that you are required to obtain a RAIC prior to operating a flight for WestJet, and failure to do so will result in the inability to fly. It is the responsibility of the Pilot to apply for and maintain their own RAIC, and to coordinate with the designated requesting authorities to have paperwork signed off.

Please note that it is your responsibility to meet all RAIC holder requirements including return of the RAIC to the issuing Pass Office for any leaves over 30 days, and to coordinate RAIC renewal applications through the same Pass Office.

**Note:** Pass Offices currently require appointments to submit RAIC paperwork. Please ensure that you have booked an appointment with the Pass Office with sufficient time to have your RAIC processed.

For Pilots only, RAIC information and questions can be obtained through the Crew Support coordinators at all three bases:

YYC Crew Support Coordinators
403-444-6225 or crewsupportcoordinators@westjet.com

Quick Links:
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YYZ Crew Support Coordinators
yyz.csc@westjet.com

YVR Crew Support Coordinators
yvr.csc@westjet.com