



Instructions for Transportation Security Clearance (TSC) Application

The form can be accessed here:

http://www.tc.gc.ca/wwwdocs/Forms/25-0356_0712-14_BO.pdf

The above form must be completed **ON-LINE**. Once completed, print the form and bring it to the Pass Control Office. If you are unable to complete the form on-line, then fill out the form in **BLACK INK** and ensure that it is **FULLY LEGIBLE**. Forms containing correction fluid and/or correction tape will not be accepted. Applications that do not adhere to these requirements will not be accepted.

PLEASE READ THE QUESTIONS AND INSTRUCTIONS ON THE FORM CAREFULLY. ANYTHING MISSING ON THE APPLICATION WILL RESULT IN A DELAY IN THE APPLICATION PROCESS.

Please ensure that Part A is completed and signed by the sponsoring agency before submitting the application form.

FINGERPRINT IMPRESSIONS: Will be taken at the Pass Control Office.

SUPPORTING DOCUMENTATION: ORIGINALS of the following documents **MUST** be presented to the Pass Control Office at the time of application. Copies will not be accepted. The Pass Control Office will not retain the original documents; they will be copied at the Pass Control Office and originals returned to the applicant:

1. For **Persons born in Canada:** Birth Certificate **AND** Passport (if they hold one) **AND** one other piece of photo ID issued by the Government of Canada or by the Government of a Canadian Province or Territory (i.e. Driver's License).
2. For **Naturalized Canadian Citizens:** Certificate of Canadian Citizenship and/or Canadian Passport.
3. For **Landed Immigrants:** Immigrant Visa, Record of Landing, Permanent Landing Card or Passport (if they hold one).
4. For **Minors:** In addition to the documentation above, applicants who have not reached the age of majority must present a completed "Annex to Application for Transportation Security Clearance" that has been completed by their parent or guardian. The age of majority in Saskatchewan is 18.
5. For **All** applicants: A passport size black and white photograph is required. This can be taken at the Pass Control Office.

Only the newest version of the "Application for Transportation Security Clearance" form will be accepted by Transport Canada. If you have any questions, please contact the Regina Airport Authority's Pass Control Office at (306) 761-7583 or by email at passcontroloffice@yqr.ca.

**BRING THE COMPLETED FORM TO THE PASS CONTROL OFFICE IN PERSON:
MONDAY – FRIDAY 9:00AM TO 3:00PM**