

## HOW TO APPLY FOR TRANSPORTATION SECURITY CLEARANCE

Please carefully complete the steps below to apply for your Transportation Security Clearance. Anything missed on the application could result in a delay in receiving your clearance.

### STEP 1: Complete the Transport Canada Security Clearance Application

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- Complete the online application for Transport Canada security clearance.
- Submit it online as per the instructions in the online application.

The online application can be found here: <https://tc.canada.ca/en/programs/non-funding-programs/transportation-securityclearance-program/apply-transportation-security-clearance>

### STEP 2: Book an Appointment for Validation of Documents & Biometrics Collection

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Once you have completed your application, you must book an appointment with the Pass Control Office to bring in your original documentation and set up your security access.

Appointments are available at the Pass Control Office from **7 am – 3 pm, Monday through Friday**. The office is closed on weekends and holidays.

To book your appointment, please call (306) 761-7583 or email at [passcontroloffice@yqr.ca](mailto:passcontroloffice@yqr.ca).

### STEP 3: Prepare for your Appointment

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Appointments are in-person and take approximately 30 minutes. Appointments take place at the Regina International Airport Pass Control Office located in the terminal building, on the main floor, at the far southern end of the building. Should you require assistance finding it, please ask a security guard on-site or at the information booth.

You **MUST** bring **ORIGINALS** of **ALL** the documents that are stated in your online TSC application. **Copies will not be accepted.**

Fingerprints and your picture will be taken at your appointment.

## QUESTIONS

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If you have any questions, please contact Regina Airport Pass Control Office at **(306) 761-7583** or by email at [passcontroloffice@yqr.ca](mailto:passcontroloffice@yqr.ca)