

Arrive well prepared for your appointment at the APO

List of required documents according to the status and appointment type

-

Depending on your status and the appointment type, you must bring various documents to your appointment at the APO.

Click on the status corresponding to your situation to reach the associated section:

- [Canadian citizen born in Canada](#)
 - o [New request](#)
 - o [Renewal](#)
- [Canadian citizen born outside Canada or permanent resident](#)
 - o [New request](#)
 - o [Renewal](#)
- [Foreign national \(refugee, student, etc.\)](#)
 - o [New request](#)
 - o [Renewal](#)
- [Federal government employee \(CBSA, CATSA, etc.\)](#)
 - o [New request](#)
 - o [Renewal](#)
- [Law enforcement agency employee \(SPVM, RCMP, CSIS\)](#)
 - o [New request](#)
 - o [Renewal](#)
- [United States Customs and Border Protection employee \(U.S.C.B.P.\)](#)
 - o [New request](#)
 - o [Renewal](#)

For a **Biometry** appointment, the required documents are the same, no matter your status. Click [here](#) to reach the associated section.

To obtain an **Airside Vehicle Operator's Permit (AVOP)**, the required documents are the same, no matter your status. Click [here](#) to reach the associated section.

CANADIAN CITIZEN BORN IN CANADA	
RAIC	<div style="border-bottom: 1px solid black; padding-bottom: 10px;"> <p><u>New request</u> You must submit a new Transportation Security Application (TSCA) to Transport Canada to obtain a RAIC (red card) in order to access the restricted area in the course of your duties.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Request for Airport Pass form <ul style="list-style-type: none"> ○ Signed and dated by an authorized signing officer from your company. ○ The date on the form must not exceed 30 days before your appointment. <input type="checkbox"/> Proof of Verification of Judicial Record <ul style="list-style-type: none"> ○ Signed and dated by an authorized signing officer from your company. ○ The date on the form must not exceed 90 days before your appointment. <input type="checkbox"/> A copy of both your online certificates of achievement (Module 1 and 2) "Security Awareness Program" (www.BAPEXAM.ca) <input type="checkbox"/> Birth certificate <input type="checkbox"/> Valid passport <ul style="list-style-type: none"> ○ If you do not own a passport, please bring a piece of photo ID issued by a provincial or federal government (i.e.: driver's licence, health insurance card RAMQ) </div> <div style="border-bottom: 1px solid black; padding: 10px 0 10px 20px;"> <p>Transportation Security Clearance Application (TSCA), via DocuSign</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make sure to have submitted your transportation security clearance application to Transport Canada: <ul style="list-style-type: none"> ○ You must fill out the form available on the Transport Canada website; ○ Your authorized signing officer must sign the application (via DocuSign). ○ You must sign the application and upload the corresponding supporting documents (via DocuSign). <ul style="list-style-type: none"> ▪ Make sure to have completed this step BEFORE your appointment. ○ You do not need to print your application. The APO will have an electronic version. ○ Make sure to <u>bring the original copies of all supporting documents that previously uploaded to DocuSign.</u> <p><i>If, over the past five (5) years, you spent between six (6) and twenty-four (24) months (consecutive or cumulative) outside of Canada and the United States, please bring the following documents:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Police certificates (for any country where you have spent six (6) consecutive months or more) <input type="checkbox"/> Activity report <p style="padding-left: 20px;"><i>These documents must be uploaded to DocuSign.</i></p> <p><i>If, over the past five (5) years, you spent over twenty-four (24) cumulative months outside of Canada and the United States, please bring the following documents:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Police certificates (for any country where you have spent six (6) consecutive months or more) <input type="checkbox"/> Activity report (only for the periods during which you were unemployed, nor a student) <input type="checkbox"/> Proof of residency, of employment, of studies and/or activities <p style="padding-left: 20px;"><i>These documents must be uploaded to DocuSign.</i></p> </div> <div style="padding: 10px 0 10px 20px;"> <p><u>Renewal</u> You have a Transportation Security Clearance that expires soon.</p> <p>Note: You cannot book an appointment for a renewal if your Transportation Security Clearance is expired. In this case, you must book an appointment to submit a New request.</p> </div> <div style="border-bottom: 1px solid black; padding: 10px 0 10px 20px;"> <p><input type="checkbox"/> Completed Request for Airport Pass form <ul style="list-style-type: none"> ○ Signed and dated by an authorized signing officer from your company. ○ The date on the form must not exceed 30 days before your appointment. </p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth certificate <input type="checkbox"/> Valid passport <ul style="list-style-type: none"> ○ If you do not own a passport, please bring a piece of photo ID issued by a provincial or federal government (i.e.: driver's licence, health insurance card RAMQ) </div> <div style="padding: 10px 0 10px 20px;"> <p>Transportation Security Clearance Application (TSCA), via DocuSign</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make sure to have submitted your transportation security clearance application to Transport Canada: <ul style="list-style-type: none"> ○ You must fill out the form available on the Transport Canada website; ○ Your authorized signing officer must sign the application (via DocuSign). ○ You must sign the application and upload the corresponding supporting documents (via DocuSign). <ul style="list-style-type: none"> ▪ Make sure to have completed this step BEFORE your appointment. ○ You do not need to print your application. The APO will have an electronic version. <input type="checkbox"/> Make sure to <u>bring the original copies of all supporting documents that previously uploaded to DocuSign.</u> </div>

CANADIAN CITIZEN BORN IN CANADA

If, over the past five (5) years, you spent between six (6) and twenty-four (24) months (consecutive or cumulative) outside of Canada and the United States, please bring the following documents:

- Police certificates** (for any country where you have spent six (6) consecutive months or more)
- Activity report**

These documents must be uploaded to DocuSign.

If, over the past five (5) years, you spent over twenty-four (24) cumulative months outside of Canada and the United States, please bring the following documents:

- Police certificates** (for any country where you have spent six (6) consecutive months or more)
- Activity report** (only for the periods during which you were unemployed, nor a student)
- Proof of residency, of employment, of studies and/or activities**

These documents must be uploaded to DocuSign.

CANADIAN CITIZEN BORN OUTSIDE CANADA OR PERMANENT RESIDENT	
RAIC	<p>New request You must submit a new Transportation Security Clearance Application (TSCA) to Transport Canada to obtain a RAIC (red card) in order to access the restricted area in the course of your duties.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Request for Airport Pass form <ul style="list-style-type: none"> o Signed and dated by an authorized signing officer from your company. o The date on the form must not exceed 30 days before your appointment. <input type="checkbox"/> Proof of Verification of Judicial Record <ul style="list-style-type: none"> o Signed and dated by an authorized signing officer from your company. o The date on the form must not exceed 90 days before your appointment. <input type="checkbox"/> A copy of both your online certificates of achievement (Module 1 and 2) "Security Awareness Program" (www.BAPEXAM.ca) <input type="checkbox"/> Valid passport <ul style="list-style-type: none"> o If you do not own a passport, please bring a piece of photo ID issued by a provincial or federal government (i.e.: driver's licence, health insurance card RAMQ) <input type="checkbox"/> One (1) of the following documents depending on your status: <ul style="list-style-type: none"> o Canadian citizenship card o Canadian citizenship certificate o Permanent Resident card o Confirmation of permanent residency (form IMM-5688 or IMM-5292) o Record of landing (form IMM-1000) <hr/> <p>Transportation Security Clearance Application (TSCA), via DocuSign</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make sure to have submitted your transportation security clearance application to Transport Canada: <ul style="list-style-type: none"> o You must fill out the form available on the Transport Canada website; o Your authorized signing officer must sign the application (via DocuSign). o You must sign the application and upload the corresponding supporting documents (via DocuSign). <ul style="list-style-type: none"> ▪ Make sure to have completed this step BEFORE your appointment. o You do not need to print your application. The APO will have an electronic version. o Make sure to bring the original copies of all supporting documents that previously uploaded to DocuSign. <p><i>If, over the past five (5) years, you spent between six (6) and twenty-four (24) months (consecutive or cumulative) outside of Canada and the United States, please bring the following documents:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Police certificates (for any country where you have spent six (6) consecutive months or more) <input type="checkbox"/> Activity report <p><i>These documents must be uploaded to DocuSign.</i></p> <p><i>If, over the past five (5) years, you spent over twenty-four (24) cumulative months outside of Canada and the United States, please bring the following documents:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Police certificates (for any country where you have spent six (6) consecutive months or more) <input type="checkbox"/> Activity report (only for the periods during which you were unemployed, nor a student) <input type="checkbox"/> Proof of residency, of employment, of studies and/or activities <p><i>These documents must be uploaded to DocuSign.</i></p> <hr/> <p>Renewal You have a Transportation Security Clearance that expires soon.</p> <p>Note: You cannot book an appointment for a renewal if your Transportation Security Clearance is expired. In this case, you must book an appointment to submit a New request.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Request for Airport Pass form <ul style="list-style-type: none"> o Signed and dated by an authorized signing officer from your company. o The date on the form must not exceed 30 days before your appointment. <input type="checkbox"/> Valid passport <ul style="list-style-type: none"> o If you do not own a passport, please bring a piece of photo ID issued by a provincial or federal government (i.e.: driver's licence, health insurance card RAMQ) <input type="checkbox"/> One (1) of the following documents depending on your status: <ul style="list-style-type: none"> o Canadian citizenship card o Canadian citizenship certificate o Permanent Resident card

CANADIAN CITIZEN BORN OUTSIDE CANADA OR PERMANENT RESIDENT	
	<ul style="list-style-type: none"> ○ Confirmation of permanent residency (form IMM-5688 or IMM-5292) ○ Record of landing (form IMM-1000)
	<p>Transportation Security Clearance Application (TSCA), via DocuSign</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make sure to have submitted your transportation security clearance application to Transport Canada: <ul style="list-style-type: none"> ○ You must fill out the form available on the Transport Canada website; ○ Your authorized signing officer must sign the application (via DocuSign). ○ You must sign the application and upload the corresponding supporting documents (via DocuSign). <ul style="list-style-type: none"> ▪ Make sure to have completed this step BEFORE your appointment. ○ You do not need to print your application. The APO will have an electronic version. <input type="checkbox"/> Make sure to bring the original copies of all supporting documents that previously uploaded to DocuSign. <p><i>If, over the past five (5) years, you spent between six (6) and twenty-four (24) months (consecutive or cumulative) outside of Canada and the United States, please bring the following documents:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Police certificates (for any country where you have spent six (6) consecutive months or more) <input type="checkbox"/> Activity report <p style="margin-left: 20px;"><i>These documents must be uploaded to DocuSign.</i></p> <p><i>If, over the past five (5) years, you spent over twenty-four (24) cumulative months outside of Canada and the United States, please bring the following documents:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Police certificates (for any country where you have spent six (6) consecutive months or more) <input type="checkbox"/> Activity report (only for the periods during which you were unemployed, nor a student) <input type="checkbox"/> Proof of residency, of employment, of studies and/or activities <p style="margin-left: 20px;"><i>These documents must be uploaded to DocuSign.</i></p>

FOREIGN NATIONAL (refugee, student, etc.)	
RAIC	<p>New request You must submit a new Transportation Security Clearance Application (TSCA) to Transport Canada to obtain a RAIC (red card) in order to access the restricted area in the course of your duties.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Request for Airport Pass form <ul style="list-style-type: none"> o Signed and dated by an authorized signing officer from your company. o The date on the form must not exceed 30 days before your appointment. <input type="checkbox"/> Proof of Verification of Judicial Record <ul style="list-style-type: none"> o Signed and dated by an authorized signing officer from your company. o The date on the form must not exceed 90 days before your appointment. <input type="checkbox"/> A copy of both your online certificates of achievement (Module 1 and 2) "Security Awareness Program" (www.BAPEXAM.ca) <input type="checkbox"/> Valid passport <ul style="list-style-type: none"> o If you do not own a passport, please bring a piece of photo ID issued by a provincial or federal government (i.e.: driver's licence, health insurance card RAMQ) <input type="checkbox"/> Valid Work permit <input type="checkbox"/> Study permit issued before June 1st 2014 with a letter confirming your right to work off campus. <input type="checkbox"/> Study permit issued after June 1st 2014 with a letter confirming your conditions of employment. Otherwise, you must own a work permit. <hr/> <p>Transportation Security Clearance Application (TSCA), via DocuSign</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make sure to have submitted your transportation security clearance application to Transport Canada: <ul style="list-style-type: none"> o You must fill out the form available on the Transport Canada website; o Your authorized signing officer must sign the application (via DocuSign). o You must sign the application and upload the corresponding supporting documents (via DocuSign). <ul style="list-style-type: none"> ▪ Make sure to have completed this step BEFORE your appointment. o You do not need to print your application. The APO will have an electronic version. o Make sure to bring the original copies of all supporting documents that previously uploaded to DocuSign. <p><i>If, over the past five (5) years, you spent between six (6) and twenty-four (24) months (consecutive or cumulative) outside of Canada and the United States, please bring the following documents:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Police certificates (for any country where you have spent six (6) consecutive months or more) <input type="checkbox"/> Activity report <i>These documents must be uploaded to DocuSign.</i> <p><i>If, over the past five (5) years, you spent over twenty-four (24) cumulative months outside of Canada and the United States, please bring the following documents:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Police certificates (for any country where you have spent six (6) consecutive months or more) <input type="checkbox"/> Activity report (only for the periods during which you were unemployed, nor a student) <input type="checkbox"/> Proof of residency, of employment, of studies and/or activities <i>These documents must be uploaded to DocuSign.</i>
<p>Renewal You have a Transportation Security Clearance that expires soon.</p> <p>Note: You cannot book an appointment for a renewal if your Transportation Security Clearance is expired. In this case, you must book an appointment to submit a New request.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Completed Request for Airport Pass form <ul style="list-style-type: none"> o Signed and dated by an authorized signing officer from your company. o The date on the form must not exceed 30 days before your appointment. <input type="checkbox"/> Valid passport <ul style="list-style-type: none"> o If you do not own a passport, please bring a piece of photo ID issued by a provincial or federal government (i.e.: driver's licence, health insurance card RAMQ) <input type="checkbox"/> Valid Work permit <input type="checkbox"/> Study permit issued before June 1st 2014 with a letter confirming your right to work off campus. <input type="checkbox"/> Study permit issued after June 1st 2014 with a letter confirming your conditions of employment. Otherwise, you must own a work permit.

FOREIGN NATIONAL (refugee, student, etc.)

Transportation Security Clearance Application (TSCA), via DocuSign

- Make sure to have submitted your transportation security clearance application to Transport Canada:
 - You must fill out the [form](#) available on the Transport Canada website;
 - Your authorized signing officer must sign the application (via DocuSign).
 - You must sign the application and upload the corresponding supporting documents (via DocuSign).
 - Make sure to have completed this step BEFORE your appointment.
 - You do not need to print your application. The APO will have an electronic version.

- Make sure to **bring the original copies of all supporting documents that previously uploaded to DocuSign.**

If, over the past five (5) years, you spent between six (6) and twenty-four (24) months (consecutive or cumulative) outside of Canada and the United States, please bring the following documents:

- Police certificates** (for any country where you have spent six (6) consecutive months or more)
- Activity report**

These documents must be uploaded to DocuSign.

If, over the past five (5) years, you spent over twenty-four (24) cumulative months outside of Canada and the United States, please bring the following documents:

- Police certificates** (for any country where you have spent six (6) consecutive months or more)
- Activity report** (only for the periods during which you were unemployed, nor a student)
- Proof of residency, of employment, of studies and/or activities**

These documents must be uploaded to DocuSign.

FEDERAL GOVERNMENT EMPLOYEE (CBSA, CATSA, etc.)	
RAIC	<p>New request You must submit a new Transportation Security Application (TSCA) to Transport Canada to obtain a RAIC (red card) in order to access the restricted area in the course of your duties.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Request for Airport Pass form <ul style="list-style-type: none"> o Signed and dated by an authorized signing officer from your company. o The date on the form must not exceed 30 days before your appointment. <input type="checkbox"/> Proof of Verification of Judicial Record (required only for civilian employees / not required for peace officers) <ul style="list-style-type: none"> o Signed and dated by an authorized signing officer from your company. o The date on the form must not exceed 90 days before your appointment. <input type="checkbox"/> A copy of both your online certificates of achievement (Module 1 and 2) "Security Awareness Program" (www.BAPEXAM.ca) <input type="checkbox"/> Birth certificate <input type="checkbox"/> Valid passport <ul style="list-style-type: none"> o If you do not own a passport, please bring a piece of photo ID issued by a provincial or federal government (i.e.: driver's licence, health insurance card RAMQ) <input type="checkbox"/> ID card of the organization you work for <hr/> <p>Civilian employee : Transportation Security Clearance Application (TSCA), via DocuSign</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make sure to have submitted your transportation security clearance application to Transport Canada: <ul style="list-style-type: none"> o You must fill out the form available on the Transport Canada website; o Your authorized signing officer must sign the application (via DocuSign). o You must sign the application and upload the corresponding supporting documents (via DocuSign). <ul style="list-style-type: none"> ▪ Make sure to have completed this step BEFORE your appointment. o You do not need to print your application. The APO will have an electronic version. o Make sure to bring the original copies of all supporting documents that previously uploaded to DocuSign. <p><i>If, over the past five (5) years, you spent between six (6) and twenty-four (24) months (consecutive or cumulative) outside of Canada and the United States, please bring the following documents:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Police certificates (for any country where you have spent six (6) consecutive months or more) <input type="checkbox"/> Activity report <i>These documents must be uploaded to DocuSign.</i> <p><i>If, over the past five (5) years, you spent over twenty-four (24) cumulative months outside of Canada and the United States, please bring the following documents:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Police certificates (for any country where you have spent six (6) consecutive months or more) <input type="checkbox"/> Activity report (only for the periods during which you were unemployed, nor a student) <input type="checkbox"/> Proof of residency, of employment, of studies and/or activities <i>These documents must be uploaded to DocuSign.</i> <p>Peace officer: Transportation Security Clearance Application for holders of a security clearance delivered by the Government of Canada</p> <ul style="list-style-type: none"> <input type="checkbox"/> Please refer to your authorized signing officer. <input type="checkbox"/> This application cannot be completed via DocuSign.
<p>Renewal You have a Transportation Security Clearance that expires soon.</p> <p>Note: You cannot book an appointment for a renewal if your Transportation Security Clearance is expired. In this case, you must book an appointment to submit a New request.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Completed Request for Airport Pass form <ul style="list-style-type: none"> o Signed and dated by an authorized signing officer from your company. o The date on the form must not exceed 30 days before your appointment. <input type="checkbox"/> Birth certificate <input type="checkbox"/> Valid passport <ul style="list-style-type: none"> o If you do not own a passport, please bring a piece of photo ID issued by a provincial or federal government (i.e.: driver's licence, health insurance card RAMQ) <input type="checkbox"/> ID card of the organization you work for

FEDERAL GOVERNMENT EMPLOYEE (CBSA, CATSA, etc.)	
	<p>Civilian employee : <i>Transportation Security Clearance Application (TSCA)</i>, via DocuSign</p> <ul style="list-style-type: none"><input type="checkbox"/> Make sure to have submitted your transportation security clearance application to Transport Canada:<ul style="list-style-type: none"><input type="checkbox"/> You must fill out the form available on the Transport Canada website;<input type="checkbox"/> Your authorized signing officer must sign the application (via DocuSign).<input type="checkbox"/> You must sign the application and upload the corresponding supporting documents (via DocuSign).<ul style="list-style-type: none"><input type="checkbox"/> Make sure to have completed this step BEFORE your appointment.<input type="checkbox"/> You do not need to print your application. The APO will have an electronic version.<input type="checkbox"/> Make sure to <u>bring the original copies of all supporting documents that previously uploaded to DocuSign.</u> <p><i>If, over the past five (5) years, you spent between six (6) and twenty-four (24) months (consecutive or cumulative) outside of Canada and the United States, please bring the following documents:</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Police certificates (for any country where you have spent six (6) consecutive months or more)<input type="checkbox"/> Activity report <i>These documents must be uploaded to DocuSign.</i> <p><i>If, over the past five (5) years, you spent over twenty-four (24) cumulative months outside of Canada and the United States, please bring the following documents:</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Police certificates (for any country where you have spent six (6) consecutive months or more)<input type="checkbox"/> Activity report (only for the periods during which you were unemployed, nor a student)<input type="checkbox"/> Proof of residency, of employment, of studies and/or activities <i>These documents must be uploaded to DocuSign.</i> <p>Peace officer: <i>Transportation Security Clearance Application for holders of a security clearance delivered by the Government of Canada</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Please refer to your authorized signing officer.<input type="checkbox"/> This application cannot be completed via DocuSign.

LAW ENFORCEMENT AGENCY EMPLOYEE (SPVM, RCMP, CSIS)	
RAIC	<p>New request You must submit a new Transportation Security Application (TSCA) to Transport Canada to obtain a RAIC (red card) in order to access the restricted area in the course of your duties.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Request for Airport Pass form <ul style="list-style-type: none"> o Signed and dated by an authorized signing officer from your company. o The date on the form must not exceed 30 days before your appointment. <input type="checkbox"/> Proof of Verification of Judicial Record (required only for civilian employees / not required for peace officers) <ul style="list-style-type: none"> o Signed and dated by an authorized signing officer from your company. o The date on the form must not exceed 90 days before your appointment. <input type="checkbox"/> A copy of both your online certificates of achievement (Module 1 and 2) "Security Awareness Program" (www.BAPEXAM.ca) <input type="checkbox"/> Birth certificate <input type="checkbox"/> Valid passport <ul style="list-style-type: none"> o If you do not own a passport, please bring a piece of photo ID issued by a provincial or federal government (i.e.: driver's licence, health insurance card RAMQ) <input type="checkbox"/> ID card of the organization you work for <hr/> <p>Civilian employee: <i>Transportation Security Clearance Application (TSCA)</i>, via DocuSign</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make sure to have submitted your transportation security clearance application to Transport Canada: <ul style="list-style-type: none"> o You must fill out the form available on the Transport Canada website; o Your authorized signing officer must sign the application (via DocuSign). o You must sign the application and upload the corresponding supporting documents (via DocuSign). <ul style="list-style-type: none"> ▪ Make sure to have completed this step BEFORE your appointment. o You do not need to print your application. The APO will have an electronic version. o Make sure to <u>bring the original copies of all supporting documents that previously uploaded to DocuSign.</u> <p><i>If, over the past five (5) years, you spent between six (6) and twenty-four (24) months (consecutive or cumulative) outside of Canada and the United States, please bring the following documents:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Police certificates (for any country where you have spent six (6) consecutive months or more) <input type="checkbox"/> Activity report <i>These documents must be uploaded to DocuSign.</i> <p><i>If, over the past five (5) years, you spent over twenty-four (24) cumulative months outside of Canada and the United States, please bring the following documents:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Police certificates (for any country where you have spent six (6) consecutive months or more) <input type="checkbox"/> Activity report (only for the periods during which you were unemployed, nor a student) <input type="checkbox"/> Proof of residency, of employment, of studies and/or activities <i>These documents must be uploaded to DocuSign.</i> <p>Peace officer: <i>Transportation Security Clearance Application for members of a police service or CSIS</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Please refer to your authorized signing officer. <input type="checkbox"/> This application cannot be completed via DocuSign.
	<p>Renewal You have a Transportation Security Clearance that expires soon.</p> <p>Note: You cannot book an appointment for a renewal if your Transportation Security Clearance is expired. In this case, you must book an appointment to submit a New request.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Request for Airport Pass form <ul style="list-style-type: none"> o Signed and dated by an authorized signing officer from your company. o The date on the form must not exceed 30 days before your appointment. <input type="checkbox"/> Birth certificate <input type="checkbox"/> Valid passport <ul style="list-style-type: none"> o If you do not own a passport, please bring a piece of photo ID issued by a provincial or federal government (i.e.: driver's licence, health insurance card RAMQ) <input type="checkbox"/> ID card of the organization you work for

LAW ENFORCEMENT AGENCY EMPLOYEE (SPVM, RCMP, CSIS)

Civilian employee: *Transportation Security Clearance Application (TSCA)*, via DocuSign

- Make sure to have submitted your transportation security clearance application to Transport Canada:
 - You must fill out the [form](#) available on the Transport Canada website;
 - Your authorized signing officer must sign the application (via DocuSign).
 - You must sign the application and upload the corresponding supporting documents (via DocuSign).
 - Make sure to have completed this step BEFORE your appointment.
 - You do not need to print your application. The APO will have an electronic version.

Make sure to **bring the original copies of all supporting documents that previously uploaded to DocuSign.**

If, over the past five (5) years, you spent between six (6) and twenty-four (24) months (consecutive or cumulative) outside of Canada and the United States, please bring the following documents:

- Police certificates** (for any country where you have spent six (6) consecutive months or more)
- Activity report**

These documents must be uploaded to DocuSign.

If, over the past five (5) years, you spent over twenty-four (24) cumulative months outside of Canada and the United States, please bring the following documents:

- Police certificates** (for any country where you have spent six (6) consecutive months or more)
- Activity report** (only for the periods during which you were unemployed, nor a student)
- Proof of residency, of employment, of studies and/or activities**

These documents must be uploaded to DocuSign.

Peace officer: *Transportation Security Clearance Application for members of a police service or CSIS*

- Please refer to your authorized signing officer.
- This application cannot be completed via DocuSign.

UNITED STATES CUSTOMS AND BORDER PROTECTION EMPLOYEE	
RAIC	<p>New request You must submit a new Transportation Security Application (TSCA) to Transport Canada to obtain a RAIC (red card) in order to access the restricted area in the course of your duties.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Request for Airport Pass form <ul style="list-style-type: none"> o Signed and dated by an authorized signing officer from your company. o The date on the form must not exceed 30 days before your appointment. <input type="checkbox"/> Proof of Verification of Judicial Record <ul style="list-style-type: none"> o Signed and dated by an authorized signing officer from your company. o The date on the form must not exceed 90 days before your appointment. <input type="checkbox"/> A copy of both your online certificates of achievement (Module 1 and 2) "Security Awareness Program" (www.BAPEXAM.ca) <input type="checkbox"/> Valid Work permit <input type="checkbox"/> Valid passport <ul style="list-style-type: none"> o If you do not own a passport, please bring a piece of photo ID issued by a provincial or federal government (i.e.: driver's licence, health insurance card RAMQ) <input type="checkbox"/> ID card of the organization you work for <hr/> <p>Transportation Security Clearance Application (TSCA), via DocuSign</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make sure to have submitted your transportation security clearance application to Transport Canada: <ul style="list-style-type: none"> o You must fill out the form available on the Transport Canada website; o Your authorized signing officer must sign the application (via DocuSign). o You must sign the application and upload the corresponding supporting documents (via DocuSign). <ul style="list-style-type: none"> ▪ Make sure to have completed this step BEFORE your appointment. o You do not need to print your application. The APO will have an electronic version. o Make sure to bring the original copies of all supporting documents that previously uploaded to DocuSign. <p>If, over the past five (5) years, you spent between six (6) and twenty-four (24) months (consecutive or cumulative) outside of Canada and the United States, please bring the following documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Police certificates (for any country where you have spent six (6) consecutive months or more) <input type="checkbox"/> Activity report <i>These documents must be uploaded to DocuSign.</i> <p>If, over the past five (5) years, you spent over twenty-four (24) cumulative months outside of Canada and the United States, please bring the following documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Police certificates (for any country where you have spent six (6) consecutive months or more) <input type="checkbox"/> Activity report (only for the periods during which you were unemployed, nor a student) <input type="checkbox"/> Proof of residency, of employment, of studies and/or activities <i>These documents must be uploaded to DocuSign.</i>
	<p>Renewal You have a Transportation Security Clearance that expires soon.</p> <p>Note: You cannot book an appointment for a renewal if your Transportation Security Clearance is expired. In this case, you must book an appointment to submit a New request.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Request for Airport Pass form <ul style="list-style-type: none"> o Signed and dated by an authorized signing officer from your company. o The date on the form must not exceed 30 days before your appointment. <input type="checkbox"/> Valid Work permit <input type="checkbox"/> Valid passport <ul style="list-style-type: none"> o If you do not own a passport, please bring a piece of photo ID issued by a provincial or federal government (i.e.: driver's licence, health insurance card RAMQ) <hr/> <p>Transportation Security Clearance Application (TSCA), via DocuSign</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make sure to have submitted your transportation security clearance application to Transport Canada: <ul style="list-style-type: none"> o You must fill out the form available on the Transport Canada website; o Your authorized signing officer must sign the application (via DocuSign). o You must sign the application and upload the corresponding supporting documents (via DocuSign). <ul style="list-style-type: none"> ▪ Make sure to have completed this step BEFORE your appointment. o You do not need to print your application. The APO will have an electronic version.

UNITED STATES CUSTOMS AND BORDER PROTECTION EMPLOYEE

- Make sure to **bring the original copies of all supporting documents that previously uploaded to DocuSign.**

If, over the past five (5) years, you spent between six (6) and twenty-four (24) months (consecutive or cumulative) outside of Canada and the United States, please bring the following documents:

- Police certificates** (for any country where you have spent six (6) consecutive months or more)
- Activity report**

These documents must be uploaded to DocuSign.

If, over the past five (5) years, you spent over twenty-four (24) cumulative months outside of Canada and the United States, please bring the following documents:

- Police certificates** (for any country where you have spent six (6) consecutive months or more)
- Activity report** (only for the periods during which you were unemployed, nor a student)
- Proof of residency, of employment, of studies and/or activities**

These documents must be uploaded to DocuSign.

APO – List of required documents according to the status and appointment type

BIOMETRY – NO MATTER YOUR STATUS	
BIOMETRY	<p>RAIC Your transportation security clearance application (TSCA) has been authorized by Transport Canada. You must go to the APO to obtain your RAIC (red pass).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Your temporary airport pass or your valid RAIC, depending on the case <input type="checkbox"/> Completed Request for Airport Pass form <ul style="list-style-type: none"> <input type="checkbox"/> Signed and dated by an authorized signing officer from your company. <input type="checkbox"/> The date on the form must not exceed 30 days before your appointment. <input type="checkbox"/> Request for Airside Vehicle Operator's Permit (AVOP) form, if applicable <ul style="list-style-type: none"> <input type="checkbox"/> Signed and dated by an authorized signing officer from your company. <input type="checkbox"/> The date on the form must not exceed 30 days before your appointment.
	<p>RAIC CANADA Your Canada RAIC has been approved. You must go to the APO to obtain it.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Your valid RAIC <input type="checkbox"/> Request for Airside Vehicle Operator's Permit (AVOP) form, if applicable <ul style="list-style-type: none"> <input type="checkbox"/> Signed and dated by an authorized signing officer from your company. <input type="checkbox"/> The date on the form must not exceed 30 days before your appointment.
	<p>Airport Transfer You have a RAIC from another airport, which has been returned and deactivated at the airport it was issued. You must go to the APO to obtain a RAIC from YUL Montreal-Trudeau International Airport.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Request for Airport Pass form <ul style="list-style-type: none"> <input type="checkbox"/> Signed and dated by an authorized signing officer from your company. <input type="checkbox"/> The date on the form must not exceed 30 days before your appointment. <input type="checkbox"/> A copy of both your online certificates of achievement (Module 1 and 2) "Security Awareness Program" (www.BAPEXAM.ca) <input type="checkbox"/> Government-issued piece of ID <input type="checkbox"/> Make sure that your RAIC from the airport of origin has been returned and deactivated

AIRSIDE VEHICLE OPERATOR'S PERMIT (AVOP) – NO MATTER YOUR STATUS	
AVOP	<p>D An AVOP "D" type permit will allow the holder to operate a vehicle within the movement area of the Montreal-Trudeau Airport. Moreover, for obtaining the AVOP "D" permit, it is mandatory to successfully complete the "Holding Point" exam, as well as the "Radiotelephone Operator Certificate". (See below)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Request for Airside Vehicle Operator's Permit (AVOP) form <ul style="list-style-type: none"> <input type="checkbox"/> Signed and dated by an authorized signing officer from your company. <input type="checkbox"/> The date on the form must not exceed 30 days before your appointment. <input type="checkbox"/> Valid provincial drivers' licence, without restrictions, issued by a Canadian province, an American State, or of international type <input type="checkbox"/> A copy of your online certificate of achievement "Airside Safety Online Training"
	<p>DA The AVOP "DA" type permit authorizes the holder to operate a vehicle on the airport aprons and roadways, excluding the manoeuvring area.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Request for Airside Vehicle Operator's Permit (AVOP) form <ul style="list-style-type: none"> <input type="checkbox"/> Signed and dated by an authorized signing officer from your company. <input type="checkbox"/> The date on the form must not exceed 30 days before your appointment. <input type="checkbox"/> Valid provincial drivers' licence, without restrictions, issued by a Canadian province, an American State, or of international type <input type="checkbox"/> A copy of your online certificate of achievement "Airside Safety Online Training"
	<p>DA/R The AVOP "DA/R" permit authorizes the holder to operate a vehicle on the apron of the company for which the permit is issued. This permit prohibits the holder from operating anywhere else in the movement area.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Request for Airside Vehicle Operator's Permit (AVOP) form <ul style="list-style-type: none"> <input type="checkbox"/> Signed and dated by an authorized signing officer from your company. <input type="checkbox"/> The date on the form must not exceed 30 days before your appointment. <input type="checkbox"/> Valid provincial drivers' licence, without restrictions, issued by a Canadian province, an American State, or of international type