



Restricted Area Identity Card (RAIC) Application Form (Employer)

Please Print and Complete in Full

Date of Application			
DD	MM	YY	
COMPANY NAME			
BUSINESS ADDRESS		CITY	PROV. POSTAL CODE
BUSINESS PHONE		BUSINESS FAX	

SIGNING AUTHORITY			
The individual named below is to act as the signing authority for the company named above for the purposes of Restricted Area Identity Card requirements including, but not limited to, the authorizing of Keycards for employees of the company.			
NAME			
BUSINESS ADDRESS (if different from above)		CITY	PROV. POSTAL CODE
BUSINESS PHONE		BUSINESS EMAIL	
In signing below, I declare that I have read and understood the Employer's Conditions of Issuance for the Restricted Area Identity Card contained on the reverse of this form.			
Signature of Signing Authority		Date (dd/mm/yy)	

AIRPORT ADMINISTRATION USE ONLY			
Lease/Operating Agreement Verification <input type="checkbox"/>		Application Accepted <input type="checkbox"/> Rejected <input type="checkbox"/>	
Signature (Admin & Finance)	Date (dd/mm/yy)	Signature (Operations)	Date (dd/mm/yy)

Restricted Area Identity Card (RAIC) Conditions of Issuance – Employer

Employers, in completing the RAIC Employer Application form, agree to abide by the following conditions with regards to Restricted Area Identity Cards and keycards.

1. The employer shall ensure that employees comply with the conditions of issuance for RAICs and keycards.
2. The employer shall advise the Region of Waterloo International Airport of any change to the delegated signing authority for the issuance of RAICs or keycards. Any change of a delegated signing authority will necessitate the completion of a new employer's application form.
3. The employer shall immediately notify Airport Security of any non-returned RAIC or keycard by one of their employees.
4. The employer shall immediately notify Airport Security in the event they are informed by an employee that a RAIC is not functioning.
5. The employer shall immediately notify Airport Security of any of the following situations affecting the employment status of any RAIC or keycard holder:
 - a) Termination
 - b) Layoff
 - c) Medical leave
 - d) Maternity leave
 - e) Any other long term employment leaves
 - f) No longer requires ongoing access to restricted areas in the course of their employment.
6. The employer must not sponsor an employee who does not require ongoing access to restricted areas in the course of their employment.
7. The employer must not knowingly sponsor an employee for more than one RAIC at a time.
8. The employer is subject to the assessment of a \$75.00 fee for any lost or otherwise non-returned RAICs or keycards.
9. The employer shall ensure that their employees do not consume nor are under the influence of any alcohol, narcotics, or controlled or restricted substances while within the Restricted Areas. Employers shall also ensure that their employees are not under the influence of any prescription or non-prescription medication that may in any way impair their employee's faculties, thereby endangering the safety of any other person or property at the Airport.

**Any violations of the aforementioned conditions are subject to enforcement by
Transport Canada under the Aeronautics Act.**