



**Restricted Area Identity Card
Application Form (Individual)
(\$75.00 Non Refundable Fee Required)**

Applicant (Please Print and Complete in Full) New Application

Date of Application			Renewal <input type="checkbox"/>	Date of Birth (required)		
DD	MM	YY	Replacement <input type="checkbox"/>	DD	MM	YY
GIVEN NAME			INITIALS	SURNAME		
ADDRESS				CITY	PROV.	POSTAL CODE
HOME PHONE		MOBILE PHONE		E-MAIL ADDRESS		
HEIGHT (cm):		WEIGHT (kg):		EYE COLOUR:		HAIR COLOUR:
Do you currently hold a Region of Waterloo International Airport (CYKF) AVOP Permit? YES <input type="checkbox"/> NO <input type="checkbox"/> Permit Number: AVOP000 _ _ _						
I hereby certify that, to the best of my knowledge, all of the information provided above is true. I consent to the collection, use, retention, disclosure and destruction of my personal information for the purpose of obtaining a Restricted Area Identity Card.						
Applicant's Signature				Date (dd/mm/yy)		

SIGNING AUTHORITY'S STATEMENT		
Pass Duration Requested		AVOP Qualification Requirement
Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>	D <input type="checkbox"/> D/A <input type="checkbox"/> R/A <input type="checkbox"/>
THE PERSON NAMED ABOVE IS AN EMPLOYEE OF (COMPANY NAME):		
IN THE CAPACITY OF (OCCUPATION):		
JUSTIFICATION I declare that the applicant has a need to be present in the restricted areas of the airport terminal building in order to fulfill the following duties of their employment (provide brief description):		
Signature of Requesting Authority	Print Name	Date(dd/mm/yy)

AIRPORT ADMINISTRATION USE ONLY

TSC NUMBER <input type="checkbox"/>	PASSPORT <input type="checkbox"/>	BIRTH CERTIFICATE <input type="checkbox"/>	PHOTO ID <input type="checkbox"/>	FINGERPRINTS <input type="checkbox"/>	OTHER (Specify)
Employer Verification <input type="checkbox"/>			By:		
Applicant/Employer Notified <input type="checkbox"/>			Date (dd/mm/yy):		
TSC Number:		Clearance Expiry Date (dd/mm/yy):		TC Security Screening Certificate (if required) <input type="checkbox"/>	
Security Awareness Training <input type="checkbox"/>			Completion Date (dd/mm/yy):		
RAIC Approval Date (dd/mm/yy):		Pass Duration Definition Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>		Keycard Access <input type="checkbox"/>	
Paid RAIC Fee of \$75.00					
Payment Type: Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/>					
Received By:			Date (dd/mm/yy):		
I understand that I shall be subject to an administrative fee of \$75 for a damaged, destroyed or lost RAIC. I confirm that the information displayed on the card being provided to me is correct.					
Applicant Signature upon Receipt:				Date (dd/mm/yy):	

Restricted Area Identity Card

Conditions of Issuance - Individual

Employees, in completing the Restricted Area Identity Card Application form and/or Keycard Application Form, agree to abide by the following conditions with regards to Restricted Area Identity Cards and keycards.

1. The pass holder shall immediately report the loss, misplacement, or theft of a RAIC or keycard to the Region of Waterloo International Airport Security Office at (519) 648-2257.
2. Pass holders may only use RAICs and/or keycards during the execution of duties for his/her employer and are not transferable in any circumstances.
3. A RAIC is valid for a maximum of five (5) years from the date of issuance, and within the limit of the validity of the Transportation Security Clearance of the holder. The administrative fee for renewal of the RAIC is \$75 (non refundable).
4. RAICs are the property of the Region of Waterloo International Airport and shall be surrendered to the employer, Airport Administration, or Airport Security under the following circumstances:
 - a) Immediately upon termination of employment, layoff, medical leave, maternity leave, or any other long term employment leave.
 - b) Upon demand to the Airport General Manager or designate, a member of the Waterloo Regional Police, Transport Canada Security Inspectors, CATSA or any other person authorized by the Region of Waterloo International Airport.
 - c) When the pass has expired.
5. Pass holders may not use RAICs and/or keycards to:
 - a) Bypass CATSA screening points where, as an intended passenger, the pass holder would be normally subject to such screening.
 - b) Assist or accompany others to CATSA screening points where, as an intended passenger, the person they are accompanying would be normally subject to such screening.
6. Pass holders shall not use RAICs and/or keycards to allow unscreened carry-on baggage to be introduced into a restricted area where, if carried by a passenger, the carry-on baggage would normally be subject to screening at a CATSA screening point.
7. Pass holders shall not loan or give a RAIC or keycard to another person.
8. RAICs shall be visibly displayed at all times while within the restricted areas.
9. RAICs and keycards are to be safeguarded at all times and shall not be intentionally tampered with, altered, damaged, or duplicated.
10. Pass holders shall produce and display their RAIC when challenged by any other pass holder to do so. In addition, RAIC holders may, from time to time, be subject to identity checks when present in a restricted area. Refusal to submit to verification may result in seizure of the RAIC.
11. Airport Security may revoke a RAIC and/or keycard that has been issued to a pass holder convicted of a criminal offence.
12. Pass holders shall not consume nor be under the influence of any alcohol, narcotics, or controlled or restricted substances while within the restricted areas. In addition, pass holders shall ensure that they are not under the influence of any prescription or non-prescription medication that may in any way impair their faculties, thereby endangering the safety of any other person or property at the Airport.

13. Pass holders shall not provide false information in order to obtain a RAIC, keycard, or AVOP.
14. Pass holders shall not drive vehicles airside unless they possess a valid AVOP and their RAIC contains the appropriate notations of such.
15. Pass holders shall not use RAICs and/or keycards to allow access by unauthorized persons into the restricted areas.
16. All persons, including RAIC holders, shall be prohibited from entering a restricted area from a location other than the designated point of entry or access to the restricted area.
17. Pass holders shall not obstruct, interfere with, tamper, alter or adjust any security system or device within a Region of Waterloo International Airport facility, or assist any other person in doing so.
18. Pass holders shall not copy, loan, alter, or tamper with any keycard.
19. Pass holders with expired RAICs shall not attempt to access the restricted areas or be present within the restricted areas.
20. A RAIC holder acting as escort shall, at all times, remain with the people being escorted whenever in a restricted area.
21. The RAIC holder escorting visitors is as much responsible for the actions of the latter, as their own for the prescribed period.
22. Pass holders shall not conduct themselves in any way which, in the opinion of the Region of Waterloo International Airport acting reasonably, compromises the safety and security of the Airport, its employees, tenants, air carriers, or the travelling public.
23. Pass holders shall notify Airport Security within 48 hours of the cancellation, revocation, or termination of a RAIC or the Transportation Security Clearance, where applicable.
24. Pass holders shall have successfully completed the Airport's Security Awareness Training and have read and understood the Security Policy.
25. In the event of failure to comply with one or more of the above mentioned terms and conditions, the Region of Waterloo International Airport shall be entitled to suspend, revoke or deactivate the RAIC for a period of thirty (30) days or more.

In signing below, I declare that I have read and understood the conditions of issuance for the Restricted Area Identity Card.

Applicant's Signature	Print Name	Date (dd/mm/yy)