



Application Form for Restricted Area Identification Card (RAIC), Access Card, Parking Airside Vehicle Operating Permit (AVOP)

Complete online and print. PLEASE DO NOT FOLD WHEN COMPLETED. Handwritten copies will not be accepted.

Part 1: Applicant Information(to be completed by employee)										
DD	Date of Application			Renewal <input type="checkbox"/>			DD	Date of Birth		
	MM	YYYY		Replacement <input type="checkbox"/>				MM	YYYY	
				New Application <input type="checkbox"/>						
Surname					Given Names					
Address					City		Province		Postal Code	
Primary Phone					Email Address					
Height(cm)					Eye Colour					
Driver's License Number (AVOP only)				G2 <input type="checkbox"/>	G <input type="checkbox"/>	Radio Operators Certificate (AVOP D only)				
						YES <input type="checkbox"/>		NO <input type="checkbox"/>		
<p>I CERTIFY THAT: A) I consent to the Region of Waterloo International Airport: (1) Collecting the personal information described above in addition to biometric images of my iris and fingerprints and (2) Using such information to issue me a Restricted Area Identity Card (RAIC) and administer the Security Program at the Airport, and (3) Disclosure to the Canadian Air Transport Security Authority the biometric templates stored on my RAIC and (4) Retaining and destruction of information one (1) year after the return of all security items. B) This information above is correct. C) I have received this RAIC described below and am subjected to a \$75 dollar fee for damaged, destroyed, failure to return, or lost RAIC.</p>										
Applicant's Signature					Date (DD/MM/YYYY)					
Part 2: Employment Information (to be completed by employer)										
Employer				Department			Employee Occupation			
Are you applying for a RAIC? YES <input type="checkbox"/> NO <input type="checkbox"/>				Type of pass requested: Airside <input type="checkbox"/> Terminal <input type="checkbox"/> Other <input type="checkbox"/>						
Are you applying for Keycard Access? Airside <input type="checkbox"/>				Terminal <input type="checkbox"/>		Crew <input type="checkbox"/>		Other <input type="checkbox"/>		
AVOP Application Type: D/A <input type="checkbox"/> D <input type="checkbox"/>				Are you applying for a Parking Pass? YES <input type="checkbox"/> NO <input type="checkbox"/>						
Signing Authority Name				Signing Authority Company/Job Title						
Signing Authority Email				Signing Authority Telephone						
<p><i>I as the signing authority certify that the employee named above is required to have access to the restricted area for job related duties, has completed the Region of Waterloo International Airport Security Awareness Training, and has been advised to present all original and personal documentation for the completion of this application.</i></p>										
Signing Authority Signature					Date (DD/MM/YYYY)					

Part 3: RAIC/ Access Card Details (to be completed by Pass Office)

Pass Type	RIN # / PROXY #	Pass Expiry Date (DD/MM/YYYY)
Pass Type	RIN # / PROXY #	Pass Expiry Date (DD/MM/YYYY)
Pass Type	RIN # / PROXY #	Pass Expiry Date (DD/MM/YYYY)

TSC DCN No.

YKF Pass Office Signature	Date (DD/MM/YYYY)

Notes:

Restricted Area Identity Card / Access Cards Conditions of Issuance - Individual

Employees, in completing the Restricted Area Identity Card Application form and/or Key Card 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 key card to the Region of Waterloo International Airport Security Office at (519) 648-2257.
2. Pass holders may only use RAICs and/or key cards 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 key cards 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 key cards 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, key card or Parking Card to another person.
8. RAICs shall be visibly displayed at all times while within the restricted areas.
9. RAICs and key cards 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 key card 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, key card, 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 key cards 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 key card.
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.
26. Upon termination of employment and/or requirement for access into the Restricted Area, RAIC is to be returned to the company. Information desk or Airport Security Office.

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/YYYY)