



## Application for Additional Keycard Access

This form is for security control pass holders who require access to Transborder doors or for permanent pass holders who require additional access.

### Part 1—Employee Information (to be completed by employer)

Surname	Given Names	Employee Occupation
Employer		Department
<b>Keycard Access</b> Location (State door numbers within Terminal)		Justification for access (include reason and frequency)

**Signing Authority Authorization:**

As a authorized signing authority, I certify that the employee named above:

- 1) Is required to access the airport restricted areas in the performance of their work-related duties
- 2) Has successfully completed the Toronto Pearson Airport Security Awareness Training prior to applying for access privileges,
- 3) Has been advised to present all original and personal documentation for the completion of this application, including a valid Canadian Criminal Record Check ("CCRC") and other foreign police certificate(s) or Nexus/Global Entry Card, as applicable
- 4) Will comply with the GTAA Terms and Conditions of Issue for access passes/keycards, and
- 5) Is familiar with any limitations or restrictions set out on the face of the access pass/keycard

I also undertake to retain a CCRC and other foreign police certificate(s) or Nexus/Global Entry Card, as applicable, or a copy thereof, for every employee issued a restricted area access pass/keycard. The CCRC will be securely maintained for a minimum period of twelve (12) months from the date of the employee's GTAA Pass/Permit Office appointment. It is understood and agreed that I will provide the GTAA with access to all CCRCs, or copies thereof, upon demand.

Signing Authority (Print name.)	Date	Signature of Signing Authority
Signing Authority Job Title	Telephone	

### For Pass Permit Control Use Only

RAIC No.	K/C Type	K/C No.	PIN	K/C Expiry Date
Issued by		Date Issued		