



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

Keycard Access

Location (State door numbers within Terminal)	Justification for access (include reason and frequency)
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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		