

TSCA DocuSign steps for airport applicants

Transport Canada's Transportation Security Clearance (TSC) Modernization team is proud to share that our TSC application and signing process is all online!

In addition to offering an online TSC application (TSCA), Transport Canada has joined with DocuSign to offer you a digital signing experience, and a secure location to attach your supporting documentation, such as pictures of your identification.

Once you submit your TSCA, DocuSign will create a secure, digital envelope to send your application and supporting documentation only to the people who need to sign it, ensuring they only see the information they need to. Your personal information is always protected by the Canadian Privacy Act.

These guidance materials contain everything you need to know about the process, who is involved and how, and step-by-step instructions on how to complete your application, upload your supporting documentation, and sign your application.

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1. The TSCA process

Your company signing authority will send you a TSCA file via email, with company information and information about your position already filled in. You can upload this file to the online TSCA and complete the rest of the application. Once you are done, you can send it back to your company signing authority to review for accuracy before you submit it.

Once you have submitted your completed TSCA, DocuSign will send it via email to your company signing authority to sign.

Once they have signed, you will receive an email from DocuSign asking you to sign your application and upload your supporting documentation.

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Important note: It is extremely important that you prepare high-quality scans or photos of the supporting documentation you require based on the information you put on your application. Once you submit your application, you will receive an email that lists the supporting documentation you need to attach to your application. Please refer to section 5 in this package for more information on preparing this documentation.

Once you have signed your application and uploaded your documentation, DocuSign will send your envelope to the pass control office at your airport. The officers will review your application and attached supporting documentation to make sure everything is correct and can be read. They will contact you with instructions on how to book a verification appointment.

When you go in for your verification appointment, bring all of your original supporting documentation as well as a piece of government-issued photo ID with you. The officer will compare it against your application to make sure it's all correct, take your fingerprints, and send it all to Transport Canada, who will conduct background checks to approve your security clearance.

This guidance package walks you through the process step-by-step. Read and follow it carefully! If you need any assistance and can't find the answer here, please reach out to your employer.

2. Definitions

Transport Canada: Transport Canada is the government agency who is responsible for developing regulations, policies, and services for road, rail, marine and air transportation in Canada.

Transportation Security Clearance Application: The Transportation Security Clearance Application is the online application that an applicant who is seeking employment at a secured air or marine port completes, in order to submit their information to Transport Canada for verification.

Transportation Security Clearance program: The Transportation Security Clearance program is the team at Transport Canada responsible for developing and maintaining the online application, ensuring a smooth process from application to approval, and facilitating applicant background checks to determine eligibility for security clearance.

Company signing authority: A designated individual at your employer, or the company sponsoring your clearance requirement, who is eligible to sign your application on the company's behalf. Their name, email address, and signature are on file with Transport Canada to ensure only designated individuals are signing applications.

DocuSign: DocuSign is a system Transport Canada has procured that allows various signers to sign and send a document securely and digitally. DocuSign can restrict access to certain personal information based on who is viewing the document, and guide the appropriate individual to sign, initial, answer questions, or upload documentation, as needed.

DocuSign envelope: A DocuSign envelope is a digital envelope created when an applicant submits a TSCA. It contains the application and supporting documentation, a unique identification number, and is sent digitally and securely to all signing parties.

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Enrolment site: An enrolment site is the pass control office at airports or marine ports who act as a conduit between the applicant and Transport Canada. Enrolment sites issue and manage applicants' security clearances and passes.

Enrolment officer: An enrolment officer works at an enrolment site. They support an applicant by pre-vetting their application, facilitating verification appointments, and sending the completed application and fingerprints to Transport Canada.

Verification appointment: An applicant attends a verification appointment at their enrolment site after they sign their application and upload their supporting documentation. During the verification appointment, an enrolment officer verifies an applicant's application, identification, and supporting documentation, and takes the applicant's fingerprints. Each enrolment site books verification appointments in a unique way, and will contact applicants directly with instructions to book.

3. Completing your Transportation Security Clearance Application (TSCA)

You must submit your application through the online (TSC) Application.

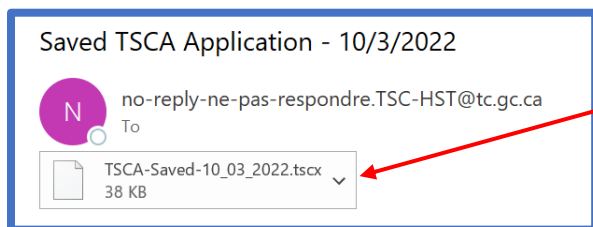
To ensure your hiring company's information is entered correctly, your company signing authority will start your TSCA, then send it to you via email to complete. They will fill out the first two sections, Application Details and Requesting Authority, with company information. Please wait until you receive the saved application file to start your application.

3a. Starting from a saved application

Once your company signing authority has filled in the first two sections of your TSCA, you will receive an email from no-reply-ne-pas-respondre.TSC-HST@tc.gc.ca with the subject line, "Saved TSCA Application – [MM/DD/YYYY]."

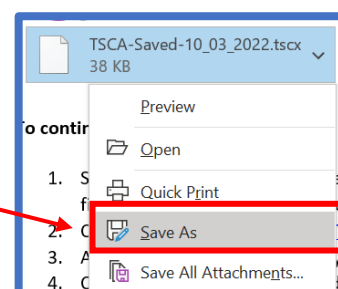
The .tscx file will be attached, along with instructions and the link for you to continue your TSCA. Do not try to open the file – you won't be able to as you do not have an app on your device that can read it. However, the online TSCA can read the file and will populate the saved information.

Step 1 – Save the .tscx file

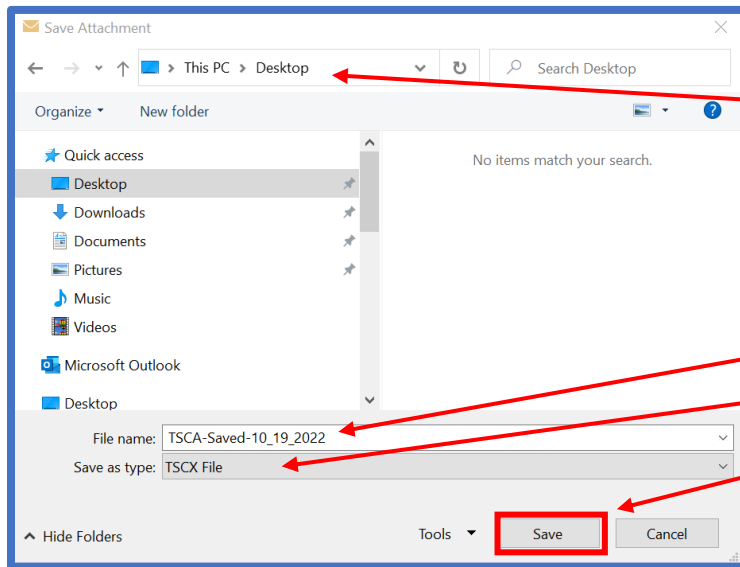


To save the .tscx file from the email to your computer or mobile device, select the down arrow on the right side of the attachment to open the action menu.

Select "Save As" to save it to your device.



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We recommend saving the file to your desktop or another easy-to-remember location.

If you're working on a public computer, delete your file when you're done.

The file name will populate as "TSCA-Saved-MM_DD_YYYY." **Do not rename the file.**

Ensure it saves as a "TSCX File" type.

Select "Save" to save it.

Step 2 – Upload the file to the online TSCA

From the email you receive, select the link "Continue my TSC application" or click this link:

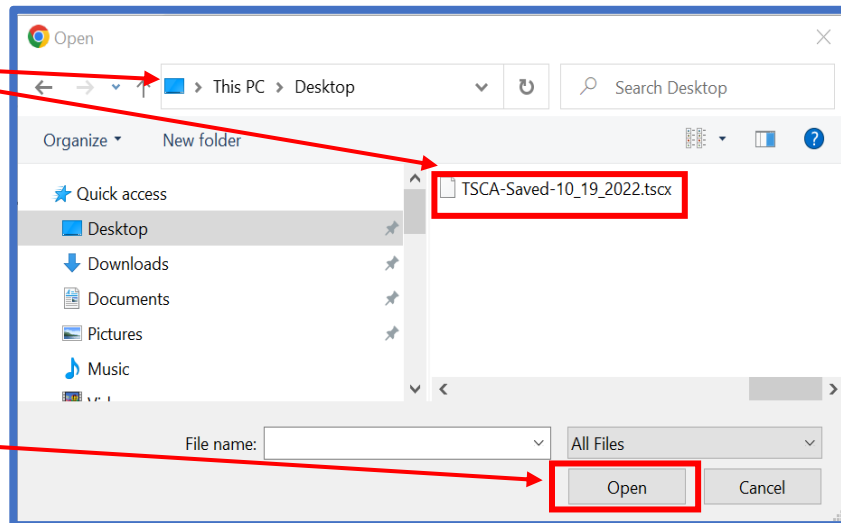
<https://wwwapps2.tc.gc.ca/Saf-Sec-Sur/12/TSCM-TSCA/tsca/app?lang=en>

Under "Would you like to continue an application that you already started in a .tscx file format?" select "Yes."

Select "Choose File" to browse for your .tscx file.

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Select your file from the location where you saved it.



Once you have selected your file, select "Open."

Once you have attached your file, the file name will be displayed next to the "Choose File" button.

Select "Restore data."

You will see a green banner confirming you can continue your application.

You will also see green checkmarks next to "Application Details" and "Requesting Authority" indicating these sections of the application are completed.

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Step 3 – Review the saved information

Review the information in the “Application Details” section and the “Requesting Authority” section and select “Next.”

Step 4 – Enter your information

Enter your information into each section as directed and required.

3b. Sharing an application for review

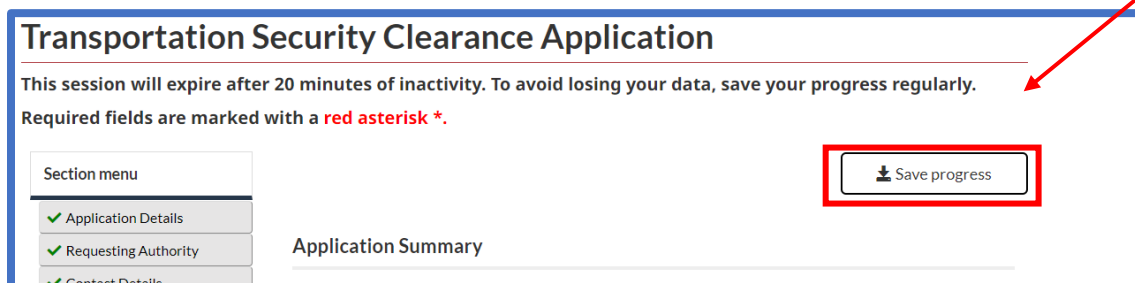
We recommend you share your application with your hiring manager or company signing authority before you submit it, so they can review it for accuracy. By having them review your application, you’re less likely to submit your application with a mistake or incomplete information and are more likely to receive your security clearance sooner.

NOTE: If you would rather not share your personal information with your employer, you do not have to share your application with them for review.

Step 1 – Email yourself a back-up copy of your application.

Before sending it for review, we recommend you save a copy of your application to your local device as a back-up copy.

Once you have completed the application, on the “Application Summary/Submission” page, select “Save progress.”



The screenshot shows the 'Transportation Security Clearance Application' interface. At the top, a warning states: 'This session will expire after 20 minutes of inactivity. To avoid losing your data, save your progress regularly.' Below this, a note says 'Required fields are marked with a red asterisk *.' On the left is a 'Section menu' with three items: 'Application Details' (checked), 'Requesting Authority' (checked), and 'Contact Details' (checked). The main content area is titled 'Application Summary'. In the top right corner, there is a button labeled 'Save progress' with a download icon, which is highlighted by a red rectangular box. A red arrow points from the top right of the page towards this button.

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The “Save current application” pop-up will appear.

Read the notice, then check the box stating you agree.

Enter your email address and then select “Send.”

Save current application

You'll receive an email with your saved information in a .tscx file format. The contents of a .tscx file is visible only when uploaded to the online application. Keep this file in a safe and secure place, as it contains your personal information.

☐ I understand and agree that it's my responsibility to keep my file secure.

* Email address

Close Send

Step 2 – Share the application for review

Once you have saved or sent yourself a copy, select “Share for review” at the bottom of the “Application Summary/Submission” page.

Review your Submission Details

If you want to include additional details to your application, add them here:

Add text here

Save your progress!
Your saved .tscx file can be uploaded to continue your application. Your data will only be visible when uploaded to the online application. If someone needs to review your application, click on 'Share for review'. You can save this version as a pdf or print it to share it. If you are certain that your application is complete, click on 'Submit my application'.

Review Share for review Submit my application

Enter the email address of the individual you want to review your application, then select “Send.”

Share application for review

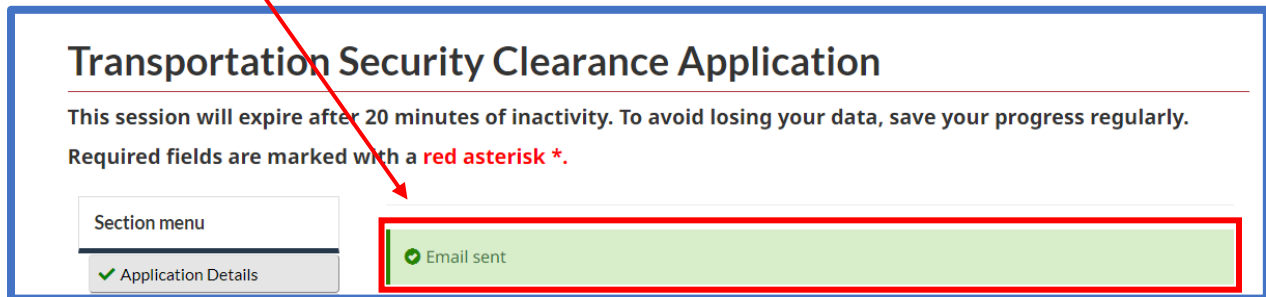
We'll send an email to the person who needs to review your application.

* Email address

Close Send

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A green banner will appear at the top of the screen indicating that your email has been sent. You can close this page.



Transportation Security Clearance Application

This session will expire after 20 minutes of inactivity. To avoid losing your data, save your progress regularly.

Required fields are marked with a red asterisk *.

Section menu

- ✓ Application Details

✓ Email sent

The individual will review your application and make or mark changes for you to make, as necessary.

They will send the application back to you as a .tscx file for you to upload and submit.

Follow the guidance in the section 3a. "Starting from a saved application" to load your saved file, make the appropriate changes, if necessary, and submit it.

4. Email – Transportation Security Clearance (TSC) application confirmation

Once you submit your TSCA, you will receive a confirmation email letting you know your application has been sent, via DocuSign, to your company signing authority.

To protect your personal data, your company signing authority will only see the first page of your application, which includes your given names, surnames, date of birth, occupation, and the reason for your application.

Your TSC application has been sent to your signing authority/authorized signatory to get their signature.

Don't worry your personal data is protected, this signer will only see the first page of your application.

Start preparing your documents now!

- Scan or take a good quality picture of each document.
- Include images of front and back side of each card, certificate and document. Don't include the back side of a document page if it's blank.
- Save your documents in one folder, on your phone or electronic device.

List of documents to scan:

- Passport
- Canadian birth certificate

If you spent 6 months or more out-of-country:

You need to provide other documents. To determine which documents you need to include, read the:

[Guideline for transportation security clearance \(TSC\) applications with extended out-of-country \(OOC\) implications.](#)

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This email also tells you which documents you need to prepare based on the information you entered into your application.

START PREPARING THESE DOCUMENTS NOW! Once your company signing authority signs your application, you will need to upload these documents. Some documents may take time to collect which could delay your application.

This email also provides guidance to print your application; however, your application is sent digitally to all required signing parties via DocuSign, so you are not required to print it.

There is also a link along with your personal TSC number so you can check the status of your application.

5. Preparing your supporting documentation

It's very important that you take, clear, legible, high-quality photos or scans of your supporting documentation to attach to your application via DocuSign.

If you don't upload all the documents that you are required to provide, or your supporting documentation is blurry, missing information, or illegible, your application will be declined, which will delay the process of obtaining your TSC.

Step 1 – Gather your documents

The email you receive once you submit your application tells you exactly which documents you will need to include based on the information you entered.

If you spent six months or more out of the country, [go to the Guidelines for transportation security clearance \(TSC\) applications with extended out-of-country \(OOC\) implications](#) to learn which documents you need to include with your application. Depending on your time spent out of the country, you may be required to gather police records from several countries, and this can take time – so start right away!

Step 2 – Document parameters

Make sure your document uploads are **right-side up and in colour**.

Once you upload your documents to DocuSign, it automatically creates a PDF of your uploads. DocuSign accepts these format types:

DOCUMENT	.doc, .docm, .docx, .dot, .dotm, .dotx, .htm, .html, .msg, .pdf, .pot, .potx, .pps, .ppt, .pptm, .pptx, .rtf, .txt, .wpd, .xhtml, .xps
IMAGE	.bmp, .gif, .jpg, .jpeg, .png, .tif, .tiff

We recommend uploading files around 5MB, to maintain DocuSign's performance. However, DocuSign accepts files up to 25MB.

Step 3 – How to capture your documentation

You can use a mobile device to simply take photos of your documentation and upload them directly to your application.

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You can also use a mobile app to take photos of documentation that the app then converts to scans. To do this, you can use one of the following scanning apps:

- The Notes app on an Apple device
- The Google Drive app on an Android device
- Adobe Scan (downloadable from the Apple App Store and Google Play)
- Microsoft Lens (downloadable from the Apple App Store and Google Play)

If you can't use your mobile device, you can use a high-quality scanner.

Save your uploads to a folder where you can retrieve them later.

Step 4 – What to capture

Some documents need scans of both the front and back.

Reminder: Make sure your document uploads are **right-side up and in colour**.

Here is what is required of each document type

1. Passport
 - a. Signature page – ensure your signature and photo can be clearly read, as well as the endorsements and limitations at the top of the page, and the barcode on the right-hand side of the page.
 - b. Photo page – ensure your photo and your personal information can be clearly read, including the barcode at the bottom.
2. Canadian birth certificate
 - a. Front of certificate
 - b. Back of certificate
3. Canadian citizenship certificate or card
 - a. Front of certificate
 - b. Back of certificate
4. Naturalization certificate
 - a. Front of certificate
 - b. Back of certificate
5. Certificate of registration of birth abroad
 - a. Front of certificate



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- b. Back of certificate
6. Certificate of retention
 - a. Front of certificate
 - b. Back of certificate
7. Permanent residence card
 - a. Front of card
 - b. Back of card
8. Work permit
 - a. Front of permit
9. Study permit
 - a. Front of permit
10. Visitor record
 - a. Front of document
11. Out-of-country documents
 - a. Front of documents
 - b. Back of documents
12. Confirmation of permanent residence
 - a. Front of document



CONFIRMATION OF PERMANENT RESIDENCE

Family name: TEST
 Given name(s): JOHN
 Date of birth: 1985/03/03
 Sex: MALE
 Citizenship: UNITED STATES OF AMERICA

UCI: 87700756
 App. no.: E00000046
 Document no.: T00000287

PERSONAL DETAILS - PA

Marital status: SINGLE	Place of birth: NEW YORK	COR: UNITED STATES OF AMERICA
Height (cm): 183 CM	Eye color: BROWN	COR: UNITED STATES OF AMERICA
Last entry at: VANCOUVER BC	Last entry date: 20170501	Orig. entry date: 20170501
Became P.R. at: MONTREAL, QUE	Became P.R. on: 20170716	Underlying (imm):
Travel doc. no.: 123456		Expiry date: 20250621
Country of issue: UNITED STATES OF AMERICA		

APPLICATION DETAILS

Issued at: Port of Spain	Issued date: 20170716	Valid to: 20250621
Category: SW	Prov. of dest.: ON	City of dest.: Toronto
Special program: PRIBO	Trans. loan no.: ESDC no.:	Flight no.: PNC
CSQ no.:		

Conditions:
 00: NONE

Charged/convicted of a crime or offence in any country, refused admission to Canada or required to leave Canada?

MEDICAL DETAILS

IME no.: 20002855 Surveillance code: 1 Valid to: 20250621

SPONSOR INFORMATION

UCE: N/A Name: N/A
 DOB: N/A Relationship: N/A
 Address: N/A

DEPENDANTS INFORMATION

Have you any dependants other than those listed below? NO
 NONE

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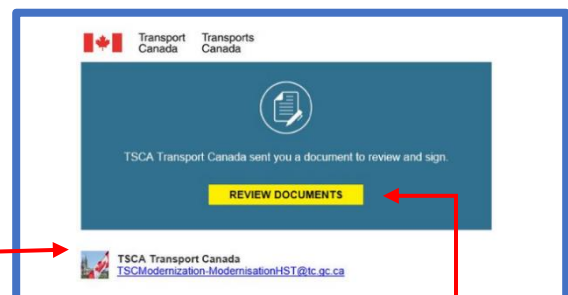
13. Record of landing document

- Front of document – this sample document has information redacted from it; however, please ensure your document has all information visible and clear.

6. Email – You have a task in DocuSign

Once your company signing authority signs your application, you will receive an email from “TSCA DHSMT via DocuSign” with a link to review and sign your application and upload your supporting documents.

- For security purposes, ensure the email address listed is TSCModernization-ModernisationHST@tc.gc.ca.
- This email tells you what to expect once you have uploaded your documents, including scheduling an appointment with your enrolment site at your local airport to have your fingerprints taken and your identification verified.



Click on the “Review Documents” link to open your file in DocuSign.

If, once you click on “Review Documents,” you’re not able to upload your documents and sign your application right away, you can select “Finish Later” in DocuSign to save your progress. Keep this email so you have the DocuSign link, as there is no other way to access your application.

7. Signing and uploading documentation in DocuSign

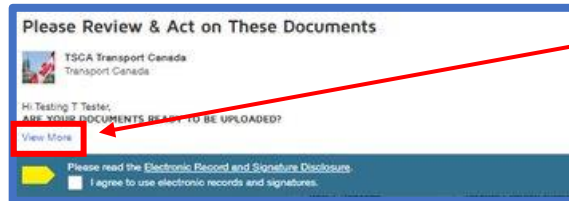
Once you select “Review Documents” you will be guided to DocuSign where you can review your application, sign and initial where required, and upload your supporting documentation.

You can use DocuSign in Edge, FireFox, Chrome, Safari, or on a mobile device. You do not need a DocuSign account to sign your application or upload your documents.

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Step 1 – Review the disclosure and agree to the terms and conditions

When you open DocuSign, you will be asked to review some additional information and agree to use electronic records and signatures.

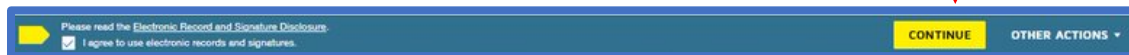


Select “View More” to see the reminders and next steps from Transport Canada.

Please review the “Electronic Record and Signature Disclosure.”



Once you have read it, select the checkbox indicating that you agree to use electronic records and signatures, and select “Continue” to keep reviewing your application.



Step 2 – Other actions

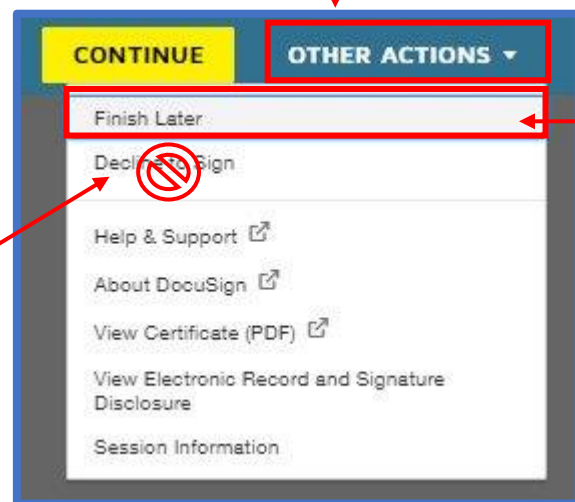
If you need to save your progress and come back to it, at any time select “Other Actions” then “Finish Later.”

If at any point your DocuSign session times out, simply return to the email from DocuSign to reopen your application and pick up where you left off. DocuSign will save your progress.

Please do not select “Decline to sign” for any reason.

If something is wrong with your application, it may be amendable – please speak with your enrolment officer during your verification appointment.

If you do select it by accident, please speak with your company signing authority to start a new application.



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Step 3 – Start signing

Once you select “Continue,” DocuSign will start flagging where you need to sign. The first flag will read “Start.” Select the “Start” flag to review your application for accuracy and proceed to the first signing spot.

DocuSign Envelope ID: C13764C2-77E5-4798-83B1-4F0F652403F9

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200

Transportation Security Clearance Application (V.1.9)

Transport Canada / Transports Canada		PROTECTED "A" (WHEN COMPLETED) PROTÉGÉ "A" (LORSQUE REMPLI)	
APPLICATION FOR TRANSPORTATION SECURITY CLEARANCE		DEMANDE D'ABILITATION DE SÉCURITÉ EN MATIÈRE DE TRANSPORT	
TSCA - DHSMT#: ccb9eb8e-b173-41bb-87b5-979e218b5256			
Type of application - Type de demande New / Nouveau	Transportation facility / Enrolment site - Installation de transport / Point d'inscription Toronto Pearson International Airport	Applicant's Pass ID / Numéro d'identification de la passe du demandeur	File No. - N° de référence
Applicant's surname / last name - Nom du demandeur Tester	Applicant's given name(s) - Prénom(s) du demandeur Testing T	Date of birth (yyyy-mm-dd) Date de naissance (aaaa-mm-jj) 1988-01-01	
PART - PARTIE A - REQUESTING AUTHORITY - AUTORITÉ REQUÉRANTE			
I, the undersigned, certify that the applicant named above requires or will require a security clearance for the following reason(s): Je, soussigné, atteste que le demandeur susmentionné doit avoir ou devra avoir une habilitation de sécurité pour la raison suivante:			

Step 4 – Signing for preclearance screening

The first signature is for “PRECLEARANCE AREA” at the bottom of page 1. This signature is OPTIONAL depending on if your company signing authority indicated that you require access to U.S. preclearance area as part of your role.

Refer to PART A – REQUESTING AUTHORITY at the top of page 1.

If there is an “X” next to “Yes”, you must read the preclearance statement and sign.

PART - PARTIE A - REQUESTING AUTHORITY - AUTORITÉ REQUÉRANTE

I, the undersigned, certify that the applicant named above requires or will require a security clearance for the following reason(s):	Je, soussigné, atteste que le demandeur susmentionné doit avoir ou devra avoir une habilitation de sécurité pour la raison suivante:
Signing authority's name - Nom du signataire autorisé Billy Bob Bumblebee	Signing authority's email - Courriel de l'autorité requérante TSCMdocuSign-DocusignDI
I, the undersigned, certify that the applicant named above requires access to the preclearance area.	Je, soussigné, atteste que le demandeur susmentionné doit avoir ou devra avoir accès à la zone de précontrôle.
Yes-Oui <input checked="" type="checkbox"/> No-Non <input type="checkbox"/>	
Occupation - Poste Screening Authority Headquarters Staff	
Sponsor or company's full name - Nom complet de l'entreprise ou du parrain Jazz Aviation LP	
Sponsor or company's address - Adresse de l'entreprise ou du parrain 330 Sparks St, Ottawa, Ontario, CANADA, K1A 0N5	
Signature of authorized official - Signature de l'agent autorisé <i>Billy Bob Bumblebee</i>	

PRECLEARANCE AREA - LA ZONE DE PRÉCONTRÔLE

As part of the normal security clearance certification and identification process under Article IV (10)(g) of the Agreement on Land, Rail, Marine and Air Transport Preclearance between the Government of Canada and the Government of the United States of America, I further authorize Transport Canada to disclose my name and date of birth information contained in this application form with the United States (US) Department of Homeland Security as requested by the US Customs and Border Protection, who may subsequently use and disclose this information with other US departments and agencies within the US government for the purpose of searching databases the US has access to, or control of, which may contain information relating to my criminal history, or charges, court charges, or other adverse information relating to me, and subsequently sharing the information that relates to me with Transport Canada, and/or criminal investigations in the US. This consent is given solely for the purpose of preclearance areas. Unless withdrawn by me with notification in writing to Transport Canada, this consent shall remain valid for conducting all the necessary verifications, assessments or investigations specified above, and any subsequent verification or update.

Dans le cadre du processus normal de la certification et du renouvellement de la certification (habilitation de sécurité), en vertu de l'article IV (10)(g) de l'Accord entre le gouvernement du Canada et le gouvernement des États-Unis d'Amérique relatif au précontrôle dans les domaines du transport terrestre, ferroviaire, maritime et aérien, j'autorise par la présente Transports Canada à divulguer mon nom et ma date de naissance, qui figurent sur le présent formulaire, au département de la Sécurité intérieure des États-Unis, représenté par le Service des douanes et de la protection des frontières des États-Unis, qui pourra ensuite utiliser ces renseignements et les divulguer à d'autres ministères et organismes gouvernementaux des États-Unis aux fins de recherche, d'effectuer une recherche dans les bases de données contrôlées par le gouvernement des États-Unis ou auxquelles il a accès, qui peuvent contenir des renseignements au sujet de mes antécédents criminels et des accusations pénales contre moi ainsi que d'autres renseignements relatifs à mon passé, et transmettre par la suite ces renseignements à Transports Canada, et/ou effectuer une enquête criminelle aux États-Unis.

Ce consentement est donné uniquement en ce qui concerne l'accès à la zone de précontrôle. Il n'est valide durant toute la période nécessaire à l'accomplissement des vérifications, des évaluations et des enquêtes précitées, y compris les vérifications subséquentes pouvant s'en suivre, à moins que je ne l'annule au moyen d'un avis écrit transmis à Transports Canada.

OPTIONAL **Sign**

Applicant's Signature (if required) - Signature du demandeur (s'il y a lieu)

2022/09/07
Date Y-A / M / D-J

If there is an “X” next to “No,” please do not sign this section.

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Step 5 – Creating a signature

The first time you click to sign, the “Adopt Your Signature” pop-up box will display.

Here you can enter your full name and initials.

DocuSign will create an approved digital signature and initials and show you a preview.

When you are happy with your signature, select “Adopt and sign.”

You also have the option to:

- Draw your own signature (must match supporting documentation)
- Upload an existing signature (must match supporting documentation)
- Change the style of your digital signature

Step 6 – Attaching supporting documentation

The next section requires you to upload your supporting documentation. Based on the information you provided in your application, there will be checkmarks next to all the identification you are required to upload copies of.

Transportation Security Clearance Application (V.1.9)

Required - Attachment

You must attach the following supporting documents:

- ☒ A valid photo-bearing identification card or a document issued by the Government of Canada or by a Province or by a municipality in Canada
- ☒ Passport
- ☒ Canadian birth certificate
- ☒ Canadian Citizenship document
- ☒ Canadian Citizenship Certificate or Card
- ☒ Naturalization certificate
- ☒ Certificate of registration of birth abroad
- ☒ Certificate of retention
- Immigration document**
 - ☒ Permanent residence card
 - ☒ Work permit
 - ☒ Study permit
 - ☒ Confirmation of permanent residence
 - ☒ Record of landing document
 - ☒ Visitor record
 - ☒ Other

Originals or copies of OOC documents are accepted.

- ☒ Out-of-Country Documents : [Guideline for extended out-of-country \(OOC\) implications.](#)

In your confirmation email, we've provided you with a link to check

TSC# ccb9eb8e-b173-41bb-87b5-979e218b5256

Vous devez joindre les documents suivants :

- ☒ Une carte d'identité avec photo ou un document émis par le gouvernement du Canada ou par une province ou municipalité canadienne
- ☒ Passeport
- ☒ Certificat de naissance canadien
- ☒ Document de citoyenneté canadienne
- ☒ Certificat ou carte de citoyenneté canadienne
- ☒ Certificat de naturalisation
- ☒ Certificat d'enregistrement d'une naissance à l'étranger
- ☒ Certificat de conservation de la citoyenneté
- Document d'immigration**
 - ☒ Carte de résidence permanente
 - ☒ Permis de travail
 - ☒ Permis d'études
 - ☒ Confirmation de résidence permanente
 - ☒ Fiche relative au droit d'établissement
 - ☒ Fiche de visiteur
 - ☒ Autre

Les originaux ou copies de documents hors pays sont acceptés.

- ☒ Documents hors pays : [Directives pour des périodes prolongées hors du pays.](#)

Dans votre courriel de confirmation, nous avons fourni un lien pour consulter l'état de votre demande.

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TSCA DocuSign steps for airport applicants

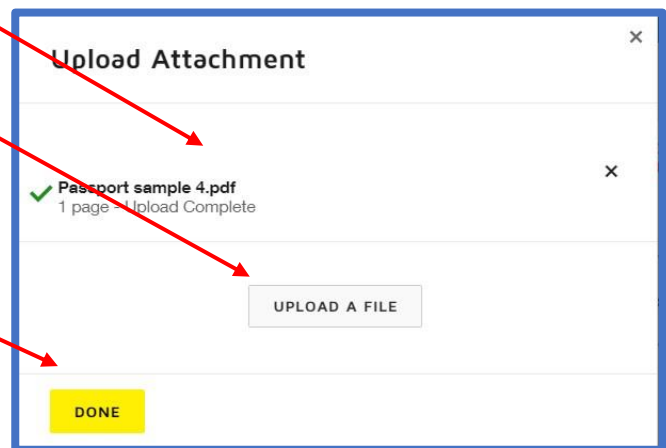
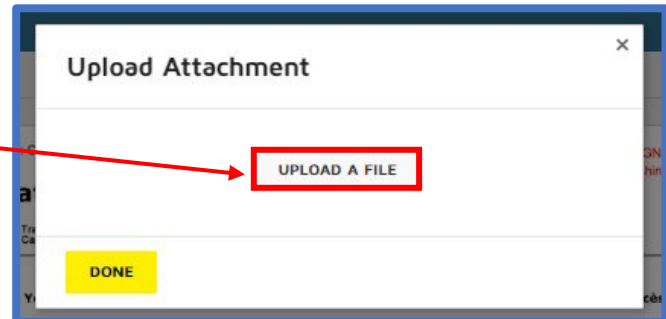
Click the paperclip icon next to the yellow “Attach” flag to upload your required supporting documentation. Until you upload your documents, the note next to the paperclip will read, “Required – Attachment.”

The “Upload Attachment” pop-up will appear. Select “Upload a file” to attach your documents.

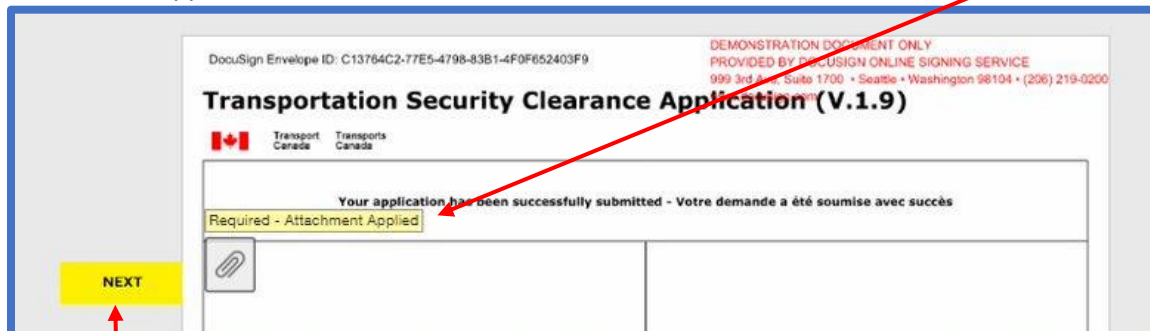
Search for your documents in the folder to which you saved them when you took pictures or scans.

You can only select one file at a time; however, you can upload multiple files at once.

Click “Done” once you have added all your documents.



Once you have added a file, the paperclip will change to silver and the note will read, “Required – Attachment Applied.”



Select “Next” to continue to the next signing area.

Please note: DocuSign cannot validate that you have uploaded all the documents required based on your application inputs. It only recognizes that an attachment has been uploaded. It is your responsibility to ensure that all of your supporting documents are attached, upright, in colour, and can be clearly read. If you are missing documentation or it cannot be read, your application will be declined and you will have to start the application process over, which will delay your job start.

TSCA DocuSign steps for airport applicants

Step 7 – Signing your application – PART C - APPLICANT

Next, DocuSign will guide you to review “PART C – APPLICANT” of your application.

DocuSign Envelope ID: C13764C2-77E5-4798-83B1-4F0F652403F9

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE

Full name - Nom complet: **Tester, Testing T** Date of Birth - Date de naissance: **1988-01-01**

PART - PARTIE C - APPLICANT - DEMANDEUR

1. Surname - Nom Tester	2. All given name(s) (no initials) - Tous les prénom(s) (pas d'initiales) Testing T
4. Date of Birth - Date de naissance 1988-01-01	5. Surname at birth - Nom à la naissance Tester
6a. All other name(s) used - Nickname(s) or Alias(es) - Autre(s) nom(s) utilisé(s) - Surnom(s) ou Alias	
6b. All other Surname(s) used - Autre(s) nom(s) utilisé(s)	

Indicate any legal change of name - Indiquer tout changement de nom légal

Review all your information carefully to ensure it is correct. If you notice any errors, please speak with your enrolment officer during your verification appointment.

- If you find an error that can be corrected by comparing it to a piece of supporting documentation, your enrolment officer may be able correct it.
- If you find an error that cannot be corrected by comparing it to a piece of supporting documentation, you may need to submit a new TSC application.

DocuSign Envelope ID: C13764C2-77E5-4798-83B1-4F0F652403F9

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE

Full name - Nom complet: **Tester, Testing T** Date of Birth - Date de naissance: **1988-01-01**

PART - PARTIE C - APPLICANT (continued) - DEMANDEUR (suite)

28. Do you possess a valid passport? - Possédez-vous un passeport valide?
Yes / Oui

If Yes - Si oui:

29. Country of Issue - Pays de délivrance CANADA	30. Passport No. - N° de passeport PP123456	31. Date of Expiry - Date d'expiration 2025-01-01
--	---	---

Note: Bring original of your Birth Certificate / Immigration / Citizenship Documents / Passport
Nota: Apportez l'original de votre Certificat de naissance / Document d'immigration / Citoyenneté / Passeport

32. Outside of the last 5 years, did you ever attend a post secondary institution? - En dehors de la période des cinq dernières années, avez-vous déjà fréquenté un établissement post secondaire?
Yes / Oui

If Yes - Si oui:

33. Name and address of institution(s) - Nom et l'adresse de/des établissement(s) University of Calgary, 2500 University Dr NW, Calgary, Alberta, CANADA, T2N 1N4	From - De Y-A M 2012 9	To - À Y-A M 2016 4
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34a. Have you ever been convicted in Canada or elsewhere of an offence for which you have not been granted a pardon? - Avez-vous déjà été condamné d'une infraction criminelle au Canada ou ailleurs pour laquelle vous n'avez pas été gracié(e)?
No / Non

34b. If you have been convicted of an offence for which you have not been granted a pardon, please indicate the country - Si vous avez déjà été condamné(e) d'une infraction pour laquelle vous n'avez pas été gracié(e), veuillez indiquer le pays

34c. Have you ever been charged in Canada or elsewhere of an offence which remains outstanding, and has not yet been dealt with by the courts? - Avez-vous déjà été accusé au Canada ou ailleurs d'une infraction qui demeure en suspens et n'a pas été traitée par les tribunaux?
No / Non

34d. If you have outstanding charges against you, for which a final disposition has not yet been rendered by the courts, please indicate the country - Si vous faites l'objet d'une accusation en instance pour laquelle une décision n'a pas été rendue par les tribunaux, veuillez indiquer le pays

Add your initials next to sections 32, 34a., and 34d. to confirm the information you entered is correct.

Select the yellow “Next” flag to be guided to the next section.

TSCA DocuSign steps for airport applicants

Step 8 – Signing your application – PART E – CONSENT AND CONFIRMATION

Read the consent statement carefully and add your initials and signature to “PART E – CONSENT AND CONFIRMATION.”

DocuSign Envelope ID: C13764C2-77E5-4796-83B1-4F0F652403F9

Full name - Nom complet: **Tester, Testing T** Date of Birth - Date de naissance: **1988-01-01**

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PROTÉGÉ "A" (LORSQUE REMPLI)

PART - PARTIE E - CONSENT AND CERTIFICATION - CONSENTEMENT ET CERTIFICATION

Providing misleading or false information on this type of document constitutes a criminal offence under the Criminal Code of Canada.

Initials - Initiales: **T**

Signature: **T**

2022/09/07
Date Y-A / M - J

Applicant's signature - Signature du demandeur

Step 9 – Reviewing your application and supporting documentation

Review the Privacy Act Statement.

DocuSign Envelope ID: C13764C2-77E5-4796-83B1-4F0F652403F9

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PRIVACY ACT STATEMENT

Individuals have the right to the protection and control of, and access to, their personal information under the Privacy Act. Additional information about the collection, use, disclosure and retention of personal information by Transport Canada, other federal government institutions and other levels of government is available on the department's [Source Information Bank for the Transportation Security Clearance Process \(SICSP-PSI-2023\)](#).

The personal information collected by or on behalf of Transport Canada will be disclosed to the Royal Canadian Mounted Police to conduct a criminal activity check. If applicable, this information will also be disclosed to the FBI to conduct a criminal activity check in the United States (US), to the Canadian Security Intelligence Service (CSIS) to conduct a CSIS index check and if and where necessary, a CSIS security assessment, and if applicable, to Immigration, Refugees and Citizenship Canada to verify immigration and citizenship status. Where an indication that access to personal information is required by the application form, the information will also be disclosed to the US Department of Homeland Security, as represented by US Customs and Border Protection, who may subsequently use and disclose this information with other US departments and agencies within the US government for the purposes of searching databases the US has access to or control of, which may contain information relating to my criminal history, or charged, court charges, or other adverse information relating to me, and subsequently sharing this information that relates to the with Transport Canada, and/or criminal investigations in the US.

The age of majority is:

19 years - NL, NB, NS, BC, YT, NU and NT
18 years - PE, QC, ON, MB, SK and AB

Age of majority is:

19 years - NL, NB, NS, BC, YT, NU and NT
18 years - PE, QC, ON, MB, SK and AB

Check your attachments to ensure they are legible, right-side up, and clear.



TSCA DocuSign steps for airport applicants



Step 10 – Deleting and reuploading supporting documentation, if required

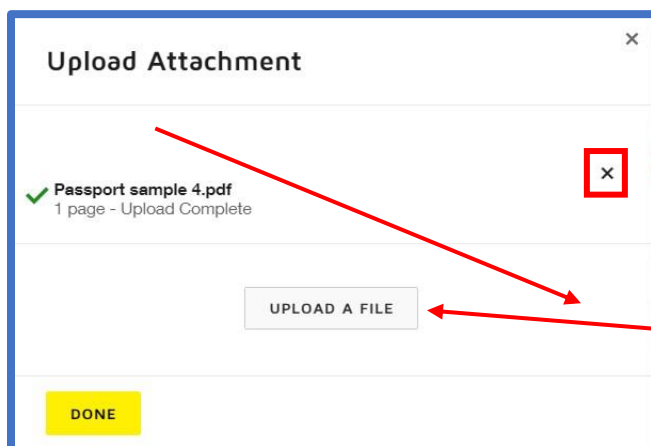
If your documents are attached upside down or sideways, they will display this way to enrolment officers and Transport Canada, and there is no way to rotate them after they've been submitted.

Please do not submit them this way.

Return to the attachment page, and click the paper clip to open your current attachments.



Select the "x" next to attachment you would like to delete.

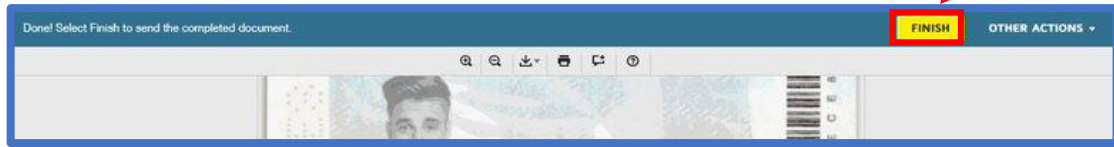


Rotate the images using your computer or mobile device, then select "Upload a file" to reattach them.

TSCA DocuSign steps for airport applicants

Step 11 – Finishing your application

Once you have confirmed that your application and attachments are correct, select “Finish” from the top toolbar.



A pop-up will confirm that you're done signing and give you the option to download or print your documents if you would like to.

You do not have to print or save your application at this point, since DocuSign will send you a complete package after the enrolment site signs your application.



Select the yellow “Continue” button once you are done.

DocuSign will confirm that you've finished signing, and you can close your browser.

8. Next steps after DocuSign submission

DocuSign will send your application and attachments securely to your airport's enrolment site.

Once the application is submitted book an appointment with the pass office for verification.

Attending your verification appointment

You must bring your original or certified copies of your required supporting documentation to your verification appointment so it can be verified against your application for accuracy. Non-certified scans or photocopies are not accepted.

You must also bring government-issued photo identification to your verification appointment, such as a driver's license.

You do not need to bring a printed copy of your application. Your enrolment site will have access to it digitally.

During your appointment, the enrolment officer will take your fingerprints, then sign their portion of your application, and submit it to Transport Canada's Security Screening Programs (TC SSP). TC SSP will conduct appropriate background checks and verify your information. Once TC SSP has approved your application for security clearance, your enrolment site will contact you to book another appointment to pick up your security pass.

If the enrolment officer determines during your verification appointment that your application is incorrect or incomplete, or your attached supporting documentation is incorrect, incomplete, or illegible, they will decline your application at this time. They can make minor changes or corrections without having to decline it, such as typos, or other mistakes that can be confirmed by your attached supporting documentation; however, they are not able to add or change the supporting documentation that you attached.

If you don't add the documents you need to, or the scans or photos can't be read, you will have to complete a new application and reupload your supporting documentation.

TSCA DocuSign steps for airport applicants

9. Frequently asked questions

9a. Personal information

Q: How is my personal information being protected?

A: Your privacy and personal information is always protected by the Canadian Privacy Act. DocuSign allows us to better protect your personal information by sending secure, digital files between signatories. We can configure DocuSign to only show certain information to those who require it to complete their tasks.

Q: Who can see my personal information?

A: A company signing authority can see only the first page of your application, which includes your given names and surname, date of birth, occupation, and application reason.

An enrolment site and Transport Canada can see all your information and supporting documentation.

Q: Does DocuSign store my personal information?

A: DocuSign stores your personal information only through your application and envelope. It is not saved anywhere else in DocuSign. Once your completed application is sent to Transport Canada for review, it is deleted from DocuSign.

9b. Application process

Q: What would cause my company signing authority to decline my application in DocuSign?

A: Your company signing authority may decline your application if they are not expecting to receive an application from you.

Q: What would cause an enrolment site to decline my application?

A: An enrolment site will decline your application if you are missing supporting documents or if your supporting documentation is not clearly legible. This may be done before they invite you to book a verification appointment, or during the verification appointment.

Q: Will my application expire if I don't sign it?

A: Yes; DocuSign will expire your envelope 120 days after it's been created if there is no activity. It's important to complete your signing tasks and upload your supporting documentation as soon as possible to ensure there are no delays with your job start.

Q: Will I receive a reminder from DocuSign if I don't sign my envelope?

A: Yes, DocuSign will send you a reminder after 30 days of inactivity.

Q: Can I download and save my application? Can I print my application?

TSCA DocuSign steps for airport applicants

A: Yes, you can download and print your application throughout the process and when you have finished signing it. Remember, since your application is being sent securely via DocuSign to all required parties, there is no need to save or print it.

Q: What should I do if I see a mistake on my application?

A: If you notice a mistake on your application, please let your enrolment officer know of the mistake when you go in for your verification appointment. If it's a typo or another mistake that can be confirmed by supporting documentation, the enrolment officer can make a note of the correction in your DocuSign envelope. Your enrolment officer will let you know if you need to submit a new application or not.

9c. Supporting documentation

Q: What supporting documentation do I need to attach to my application?

A: The supporting documentation you need to attach to your application varies depending on the information you entered. You will see a list of required supporting documentation in the emails from DocuSign. There is also a checklist in your DocuSign envelope application advising you which documents to upload.

Read this list carefully. Remember some documentation such as out-of-country documentation can take a few weeks to obtain, so review the list as soon as you submit your application and start collecting your documentation right away. It is your responsibility to ensure you have attached the correct required documentation.

Note: If you are missing supporting documentation, your application will be declined which will delay your job start.

Q: Does DocuSign know that I have attached exactly the documents required?

A: No, DocuSign cannot confirm that your supporting documentation is correct. DocuSign only knows that it requires an attachment, and that an attachment has been added, whether that be a picture of your passport or a picture of your dog; it cannot verify or confirm that you have attached the correct documents, or that your documents are clear and legible.

It is your responsibility to ensure the attachments are correct, match the documents you are required to upload, and that the pictures or scans can be clearly read.

Remember, if your uploads are blurry, incomplete, or illegible, your application will be declined which will delay your job start.

9d. DocuSign

Q: Will DocuSign tell me where I need to sign?

A: Yes, DocuSign will guide you with yellow flags to show you where you sign, initial, or upload a document. It won't allow you to submit your envelope until all the required fields are completed.

Q: Will DocuSign let me submit my application with signatures or initials missing?

TSCA DocuSign steps for airport applicants

A: No, you will not be able to submit your application with missing signatures or initials.

Q: What should I do if I don't receive a confirmation email once I submit my application?

A: Check your junk mail or spam, or "other" inbox. Upload your most recently saved version, double check your email address and resubmit it. Reach out to your company signing authority to confirm if they received a DocuSign email. Inform them that you will submit a new application with your updated email.

Q: Can I sign my application manually or does it have to go through DocuSign?

A: No, you cannot sign your application manually. If DocuSign or the TSCA are down or unavailable, Transport Canada will have back-up processes in place to support you.