

1. What is the new CCRC requirement for employees?

Effective **March 31, 2025**, all new employees and employees renewing an expired or cancelled RAIC must present a **Canadian Criminal Record Check (CCRC)** or a **valid Nexus/Global Entry Card** at their initial Pass Office appointment as part of the application for a RAIC, prior to obtaining a Temporary Security Control Pass.

2. What is a Global Entry Card?

Global Entry Cards are issued to members who are US citizens, lawful permanent residents and Mexican Nationals. For more information, click [here](#).

3. What is NEXUS?

NEXUS is a program between the U.S. and Canadian governments. Click [here](#) for more information.

4. Why has the CCRC been implemented?

It is a security measure to ensure all airport personnel working in the restricted area of the airport meet current Transport Canada requirements before being issued a temporary security pass.

5. Who is affected by this new requirement?

- All new employees applying for a Transportation Security Clearance (TSC) and Restricted Area Identity Card (RAIC).
- Employees renewing an expired or cancelled RAIC without valid clearance
- Employees transferring to Toronto Pearson
- Employees requesting a Security Control Pass Extension (yellow pass) for passes issued after March 31, 2025

6. How do I get a CCRC?

You can get a Canadian Criminal Record Check (CCRC) in two ways:

- Through an authorized third-party agency (speak to your employer)
- Through your local police service where you live
- If required, police certificates from foreign countries can be obtained here: [Government of Canada – Police Certificates](#)

7. What is the cost of a CCRC?

Costs may vary depending on the accredited third party you or your company may choose. We recommend you check with your employer first.

8. What happens if I arrive at my Pass Office appointment without a CCRC?

- If you **do not bring** a valid CCRC or Nexus/Global Entry Card, you will need to **reschedule your appointment** once you have the required documents.
- This will delay your Clearance processing and the issuance of a Temporary Security Control Pass.

9. I have lived overseas within the last 5 years. What do I need to bring to my Pass Office appointment?

If you have spent **6 months or more outside Canada** in the past 5 years, you'll need police certificates from those countries with certified English or French translations. You will also require a CCRC. The CCRC will be waived if you have a valid Nexus/Global Entry Card, however, the out-of-country document are still required as part of the Clearance application.

10. Who is exempt from this requirement?

The requirement **does not apply** to:

- Employees with valid RAIC and Clearance
- Canadian Law Enforcement Agency officers
- U.S. Customs and Border Protection (USCBP) officers
- Government of Canada employees (must provide official letter or ID confirming employment)

** CATSA employees are not exempt*

11. How long are Temporary Security Control Passes valid for?

Effective February 12, 2025, **new** Temporary Security Control Passes will be valid for a **maximum of three (3) months**. Existing passes with expiry dates beyond three months will remain valid until they expire. Security Control Pass extensions will not exceed 12 months.

12. My RAIC expires in 6 months, will I have to provide a CCRC for my renewal?

You do not require a CCRC if you renew your RAIC while it is valid. Starting March 31, 2025, if you are renewing an expired RAIC or your RAIC expires during the renewal process and you are requesting a temporary pass, you will need to bring either a CCRC dated within 3 months of your appointment or a valid Nexus/Global Entry Card. Clearance times vary and we recommend you plan ahead and book your renewal appointment 6 months in advance to avoid the CCRC.

13. Will I be reimbursed for the cost of the CCRC?

Please speak to your employer for further clarification.

14. Will a CCRC with fingerprints be required?

This would be up to your employer to decide. If fingerprints are required, we recommend you bring the report with you to your pass office appointment if you receive one.

15. I have a valid Nexus card. Do I need a CCRC too?

No, a valid Nexus/Global Entry Card can be used instead of a CCRC.

16. How recent does my CCRC need to be?

Your CCRC must be **dated within 3 months of your initial Pass Office appointment** and signed and dated by your signing authority.

17. I already have a valid RAIC. Do I need to get a CCRC now?

No. If you currently have a valid Transportation Security Clearance and RAIC at Toronto Pearson this requirement does not apply to you. If you're renewing an **expired RAIC or your RAIC expires during the renewal process and you are requesting a temporary pass**, you will need to bring either a CCRC dated within 3 months of your appointment or a valid Nexus/Global Entry Card.

18. As a new employee, my employer has provided me with a CCRC, would this suffice?

Yes, it will need to be signed and dated by your signing authority within 3 months of your pass office appointment.

19. I am transferring from another Canadian airport and my clearance is valid. Do I require a CCRC?

To avoid the CCRC for an Employee with a valid clearance, the employer must notify the Pass Office by sending a completed and authorized RAIC Application Form via email at least 7 business days in advance to confirm the transfer. Should your **RAIC be expired or your RAIC expires during the transfer process, and you are requesting a temporary security pass** you will need to bring either a CCRC dated within 3 months of your appointment or a valid Nexus/Global Entry Card.

20. I submitted my Clearance application to TC prior to my security clearance expiring. My clearance has now expired, and I require a temporary pass. Do I require a CCRC?

Yes, you will require a CCRC or a valid Nexus/Global Entry card.

21. My temporary Security Pass has been extended to a maximum of 12 months, but my application is still in process. What options do I have?

Speak to your employer regarding alternative work options while your application is in progress.

22. My RAIC is expiring, and I have a valid Work or Study Permit. What do I need to bring?

Your Security Clearance may still be valid. Check with your Signing Authority to confirm the expiry date of your clearance. If it is still valid, book an appointment with the Pass Office and obtain a RAIC application form, signed by your Signing Authority.

23. I have applied for a security pass with a previous company already. I am now applying for another security control pass with a new employer. Will I need to submit a new police report for the new company?

Yes, a CCRC would be required to be signed and dated by the new companies signing authority. It must be dated 3 months from the appointment date.

24. I have changed employers while my TSS application is in process. Do I need to provide a new CCRC when I schedule an appointment to switch my security pass to my new employer?

Yes, a CCRC would be required to be signed and dated by the new companies signing authority. They may use the original within 3 months of the appointment date.

25. What is the process for applicant who submits a positive Canada Criminal Record check reflecting any type of offense, for working at Toronto Pearson International Airport?

As required by Transport Canada, the Pass Office will review the Criminal Record Check and any additional documents at the applicant's initial Pass Office appointment. The results of the CCRC will determine the type of temporary pass the Applicant can receive:

- No criminal record: Eligible for a Temporary Security Control Pass, if all other requirements of the current process are met.
- Existing/undetermined record: Employer can request Escort Required temporary pass via Ilobby.
 - The employee **must be always escorted by a valid RAIC holder while working** in Sterile and Restricted Areas in accordance with applicable regulations until the employee is in possession of a valid RAIC.

Applicant will be processed for a Transport Canada Transportation Security Clearance, regardless of the Criminal Record Check results, and assuming all other current requirements are met.

26. An employee is renewing their purple pass and has travelled outside of the country for an extended period of time in the last 5 years. Would they not be permitted to renew? What would the option be for obtaining of a yellow pass in these situations?

- The applicant must have all required documents to be processed for a renewal. If the applicant has lived outside of Canada in the last 5 years, for 6 consecutive months or more, the applicant must provide all required out-of-country documents to be processed for a renewal of a Transportation Security Clearance.
- If they require a temporary pass because the RAIC is expired or expiring in the coming days, they require a Canadian Criminal Record Check (CCRC). We have recommended the employee start the clearance process at least 6 months in advance of RAIC expiring to avoid CCRC requirements. The timeline for processing a Clearance is with Transport Canada.
- If the employee has a valid RAIC and valid clearance they do not need to provide a Canadian Criminal Record Check but are still required to provide out-of-country documentation.

27. What companies are accredited to provide the CCRCs?

To determine the correct option for a local police check, it's important to know that only accredited organizations, which have completed a rigorous process in accordance with Section 19 of the Criminal Record Information policy, are authorized to access the CPIC database and issue CCRCs.

Many online organizations provide this service, but the following accredited companies are commonly used by various organizations: Sterling Backcheck, Gambit, Hire Performance, Checkwell Client, Hire Right (GTAA), My CRC, Mintz, Orange Tree, CSI

28. Which types of CCRC do I require?

The following are types of CCRC's available:

- Employment and Volunteer (Level 1 Criminal Record Check) – These are the only ones we will consider.
- Vulnerable Sector checks – N/A
- Immigration and travel – N/A
- Other purposes – N/A

Employment and Volunteer (Level 1) are intended for applicants who are involved as an employee, volunteer or any situation where a basic Criminal Record Check (CRC) is requested.