



YELLOWKNIFE AIRPORT PASS CONTROL OFFICE

NOTICE OF OPERATIONAL CHANGES

IMPORTANT INFORMATION FOR ALL RAIC CARD HOLDERS:

APPLICATION PROCESS:

1. Effective January 14, 2008, all ***new and renewal*** pass applications will be processed at the **Yellowknife Driver and Vehicle Licensing Office**.

Yellowknife Issuing Office

Laing Building
5003 - 49 Street
Yellowknife, NT
PH: 867-873-7487

2. Applicants will be required to book an appointment in advance.
3. Applicants will be required to provide the following documentation at the time of their appointment:
 - a. Completed application for Transport Canada Security Clearance (form must be completed and printed on-line. Hand written forms will not be accepted)
FORMS ARE AVAILABLE ONLY ON-LINE AT www.tc.gc.ca/tsc
 - b. Original birth certificate
 - c. Passport (if a passport holder)
4. ***INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.*** To ensure the fastest possible processing of all applications, employers **MUST** verify the completeness and accuracy of all forms. Incomplete applications **WILL** cause processing delays!

NOTIFICATION OF APPLICATION STATUS

Notification of application status will be provided on the Department of Transportation's web page (www.dot.gov.nt.ca) under the "Airports" menu. The direct address is:

http://www.dot.gov.nt.ca/_live/pages/wpPages/ApplicantsForYZFsecurityclearance.aspx

From this web page, applicants will be able to find the most current information regarding their application. Do **NOT** phone the Yellowknife Driver and Vehicle Licensing Office or the Airport Firehall to request application status information. Operators at these locations do not have additional information about the status of your application and will only be able to direct you to the web site.