

TSC APPLICATION INSTRUCTIONS OVERVIEW

1. Fill out the form online at:
<https://tc.canada.ca/en/programs/non-funding-programs/transportation-security-clearance-program/apply-transportation-security-clearance>
2. Submit Application when completed
3. Print out form when completed
4. Make an appointment

**PLEASE NOTE THAT YOUR SPONSOR NO LONGER NEEDS TO SIGN
APPLICATION, SO IGNORE THAT BOX**

Dear Applicant,

After completing the form, call Port Pass Services office or go to <https://pmv.simplybook.me> to set up an appointment.

*****Only book for Marine Transportation Security Clearance appointment online*****

PORT PASS SERVICES OFFICE: 604-665-9661

Canada Place, Cruise Terminal Level

999 Canada Place, Vancouver, BC

Door J

Parking available on P1 or P2, parking will be validated

Covid-19 Schedule:

Monday to Friday: 0800 AM – 1600 PM

NOTE: BY APPOINTMENT ONLY

If you do not own a computer or printer, you can fill out the application at the Port Pass Office.

**DON'T FORGET TO BRING YOUR PORT PASS AND ALL IDENTIFICATION
LISTED ON YOUR APPLICATION TO YOUR APPOINTMENT.**

Application for Marine Transportation Security Clearance (MTSC) HOW-TO Guide

This guide is to assist you in obtaining your Marine Transportation Security Clearance. For official requirements please see the Transport Canada website at:

<http://www.tc.gc.ca/tsc>

This guide applies to renewals and new applications alike.

This guide is only a walk through and is not an official document.

OBTAINING AN APPLICATION FORM

To complete and print the TSC application form visit:

<http://www.tc.gc.ca/eng/tscp-615.htm>

Applications MUST be filled out online and printed. Hand-written entries will NOT be accepted.

COMPLETING THE APPLICATION FORM	
Introduction:	Select Language preference and type of application
Requesting Authority/Enrolment Site:	Port of Vancouver Fraser
Application Pass ID	Your Port Pass Number
Occupation	Longshore
Sponsor or company's name	BC Maritime Employer's Association
Requesting Authority Name:	Leave Blank (or try Port of Vancouver Fraser)
Reason for Application:	I need access to restricted area 2
Applicant's current or proposed Occupation:	Longshore Worker
Applicant's current or proposed sponsor:	BC Maritime Employers Association
Current or proposed sponsor address	
Street Number:	349
Street Name:	Railway Street
Unit Number:	500
Municipality:	Vancouver
Province:	Select British Columbia
Country:	Select Canada
Postal Code:	V6A1A4
Authorized signatories name	Put in anything-the port will correct
Authorized Signatories email	mtscport.passoffice@portvancouver.com

Applicant-General	
All applicable fields <u>MUST</u> be completed in full.	
Section 1-16:	Please complete these questions
Section 17:	Please answer this question. If born in Canada, continue with questions 18-20 If born outside of Canada – continue with questions 21-27
Section 28:	Please answer this question. If yes, continue with question 29-31
Section 32:	Please answer this question.
Section 33:	If you attended a post-secondary education institution include the full name and address and dates.
Section 34:	Please answer this question.
Section 35:	Applicants must include full details of residences (Full mailing addresses) for the past 5 years (60 months; ex. 2003/02 to 2008/02). It must be a full five years from date of application. NO GAPS . Addresses must be completed in full.
Section 36:	Activities section MUST include full details for the past 5 years from the date of the application (60 months; ex. 2003/02 to 2008/02). THERE MUST BE NO GAPS. MISSING INFORMATION WILL DELAY THE PROCESSING OF YOUR APPLICATION. Company names need to be filled out in full – using no abbreviations. Full Mailing Addresses for each must be included.
Section 37:	Please list any travel exceeding more than 90 days excluding Canada and the United States. Travel exceeding 6 months will require the following: <ul style="list-style-type: none"> ● Police certificate ● Statement of activities Travel more than 24 months outside of the country and the United States require the following: <ul style="list-style-type: none"> ● Police certificate ● Statement of activities ● Documentation to support residency, employment, education and/or activities
Spousal Information	
Section 1:	Please answer this question
Section 2:	Date of event applies to all in section 1 except single status.
Current spouse/Common-law partner: all applicable fields must be completed in full.	
Sections 3 – 17:	If your spouse/common-law partner was born in Canada – place of birth, Birth Certificate Registration Number (It usually starts with the year of birth) , and province of issue MUST be included. <i>Current spouse/Common-law partner info continues on next page...</i>

	If your spouse was born outside of Canada you MUST include birth place, port of entry into Canada, and the exact date of entry into Canada if applicable. Current nationality is also required.
Former Spouse/Common-law Partner: All applicable fields MUST be completed in full.	
Sections 18-25:	If you are divorced within the last 5 years from the date of the event or separated from any date of event please include that information.

WHAT DOCUMENTS ARE REQUIRED

BRING ORIGINAL DOCUMENTS (Two are required):

1. If born in Canada:

Birth Certificate (**Note:** Quebec Birth Certificates must be issued **after Jan. 1994**)

2. If born outside of Canada: (You have to show proof of current status)

Landed Immigrant/Permanent Residence/Citizenship Document

3. Passport (if applicable, valid or expired)

4. Valid Government Picture ID:

Driver's License or BCID (**Only to be brought in if passport is expired, and it also doesn't replace numbers 1 and 2 stated above**)

