

APPLICATION FOR MARINE TRANSPORTATION SECURITY CLEARANCE

HOW TO GUIDE

MTSC Office at Westguard Security

280 - 1575 West Georgia St. Vancouver, BC, Canada, V6G 2V3

Tel: 604 - 488 - 3508 (To make Appointment)

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Email: mtsc@westguard.com

IMPORTANT INFORMATION

Note: Appointments Only

Monday - Friday 8:40 a.m. - 4:40 p.m.

Application Form for Marine Transportation Security Clearance can be found at:

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

BRING ORIGINAL DOCUMENTS:

1. **If born in Canada:**
 - Birth Certificate (Quebec Birth Certificates must be issued after January 1, 1994)
2. **If born outside of Canada:** (current status)
 - Landed Immigrant or Permanent Residence or Citizen Document
3. **Passport** (if applicable, valid or expired)
4. **Valid Government Picture ID:**
 - Driver's License or BCID

This guide applies to renewals and new applications alike.

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

Applications must be filled out in blue or black ink only. No pencil entries will be accepted.

The minimum age to apply is 16 years old. If you are under 19 years of age at the time of the application you **MUST** have one of your parents or guardians sign Part E.

Note: Clearances for new applicants can take up to 6 months. Clearances for renewals can take up to 3 months processing time.

The individual applying **MUST** appear in person at the Marine Transportation Security Clearance office.

Part A: Requesting Authority

This section is the responsibility of the registered signing authority for your particular workplace. All fields **MUST** be completed in full including employee's occupation and the company/employer before applying at the Marine Transportation Security Clearance office. Forms without authorized signatures will be refused.

Part B: Enrolment Official

This section is for the Marine Transportation Security Clearance office use only. No need to fill in any of the fields.

Part C: Applicant

All applicable fields **MUST** be completed in full. If you are born in Canada you must include your birth certificate number, province of issue, and place of birth.

If you were born outside of Canada you **MUST** include your port of entry, including the exact date of entry into Canada. Bring with you your original IMM 1000 or permanent resident card if you have landed status and your Canadian Citizenship Card if you are now a resident. Remember to include the appropriate dates of issue.

If you possess a passport please include the country of issue, passport number, and the expiry date.

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 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. Addresses for each **MUST** be included.

Section 37: Please list any travel exceeding more than 90 days excluding Canada and the United States.

Part D: 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. If your spouse/common-law partner was born in Canada - place of birth, birth certificate, and province of issue **MUST** be included.

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:

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 in sections 18 through 25 of Part D. All applicable fields **MUST** be completed in full.

Part E: Consent and Certification

Please read the section in full, sign and date the application with the date of submission at the Marine Transportation Security Clearance office. Include both your home and work telephone numbers. If you are unsure of your work contact number ask your employer. Any applicant under the age of 19 must have their parent/guardian print their name, sign, and date application.

Please answer the last question on Consent and Certification. If the answer is yes, sign and date the form. If the answer is no, leave it blank.

In addition to the above, you will also be asked to initial beside the first paragraph of Part E which states "Providing misleading or false information on this application may result in a refusal or cancellation of the security clearance."