

## **Marine Transportation Security Clearance Program**

The Marine Transportation Security Clearance Program (MTSCP) is a new federal requirement for drivers and other workers who have to enter a restricted clearance area at a marine port. Commercial vehicle drivers, including bus drivers, who need access to the Vancouver Fraser Port Authority Ballantyne and Canada Place (lower level docks) cruise ship terminals must apply for security clearance.

**Note: The procedures in this handout do not apply to drivers who already have a valid Free and Secure Trade (FAST) card AND a Port Pass. You do not need additional clearance if you have these cards.**

For more information on the security clearance process, see Transport Canada's MTSCP Information Package at <http://www.tc.gc.ca/eng/marinesecurity/regulatory-initiatives-infopackagemtscp-197.htm> .

### ***How do I apply?***

Download a Transportation Security Clearance (TSC) form from Transport Canada's website at [http://www.tc.gc.ca/wwwdocs/Forms/25-0356\\_0712-14\\_BO.pdf](http://www.tc.gc.ca/wwwdocs/Forms/25-0356_0712-14_BO.pdf). You must get a sponsoring signature on Part A of this form from BCTA at our office in Langley. Then, you must complete the appropriate sections of the form and submit it, with your ID (described below), at Westguard Security in downtown Vancouver.

### **A. Get a sponsoring signature at BCTA**

The BCTA office is at 100–20111 93A Avenue in Langley. For directions, visit [www.bctrucking.com](http://www.bctrucking.com) and click *Directions / Map* under *About BCTA*.

Please note the following before you come:

1. You need a Port Pass to apply for security clearance. If you do not have one, you can apply at the same time at BCTA by bringing a completed Port Pass application form and required identification (ID) with you. For more information and the Port Pass application form, visit BCTA's website at [www.bctrucking.com](http://www.bctrucking.com) and click *VFPA Port Passes* under *Port Access*.
2. BCTA will fill out Part A of the TSC form for you during Port Pass application hours, from 8:30 a.m. to 4:30 p.m., Monday to Friday. No appointment is necessary.

### **B. Submit your TSC application at Westguard Security**

The Westguard Security office is at 280 - 1575 West Georgia Street, Vancouver, BC.

The office is open Monday to Friday, 8:30 a.m. to 5 p.m., but you must make an appointment before you go by calling 604-488-3508.

1. Take your **completed** application form with you.

Part A was completed by BCTA. The security officer who reviews your application will fill in Part B.

You must complete Parts C, D, & E of the TSC form, in **blue** or **black** ink only. Note that in Part C you must completely describe your education and all the locations you have lived and all of your activities over the last five years. You may need to consult supporting documentation to do this, so take time to fill in the form accurately **before** you go.

2. Take the following **original** documents:

- Birth certificate (if born in Canada) **OR** Landed Immigrant/Permanent Resident/Citizenship document (if born outside of Canada)
- Driver's license
- Passport (if you have one, valid or within one year of expiry)

The security officer will examine the originals, make copies and return the originals to you.

When you submit your application, the security officer will take your photograph and fingerprints, go over the form with you, and then forward all these items to Transport Canada.

### ***When you receive TSC***

BCTA will contact you for pickup at our office when Transport Canada gives you security clearance. There is a \$15 fee for non-members payable in cash or by credit card only.