

HOW-TO Guide

Application for Marine Transportation Security Clearance (MTSC)

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/MarineSecurity/Regulatory/Initiatives/InfopackageMTSCP.htm>

The electronic version of the application form is available at

<http://www.tc.gc.ca/pdf/25-0356.pdf>

Documentation required to obtain a MTSC

All documents must be **original**

- Completed Application for Transportation Security Clearance 25-0356 (0704-13)
- If Born in Canada – Documentation required

You must bring your
Birth Certificate,
Port Pass and
Passport if you have one.

In addition if you have a valid drivers license or government pictured ID please bring this with you

- If Born outside Canada – Documentation required:

You must bring your
Landed Immigrant/Permanent Residence/Citizenship Document
Port Pass and
Passport(s) if you have one.

In addition if you have a valid drivers license or government pictured ID please bring this with you.

All original identification will be verified and documented at the enrolment site at the time of application and returned to the applicant. Transport Canada will not retain the applicant's original identification documents.

How to complete the application

Applications must be filled out in black or blue ink only. No pencil entries will be accepted.
A copy of the application follows:

SECTION ABOVE PART A:

Transportation Facility – Completed by *requesting facility*

Applicant Surname, Given name (s) and Date of Birth – Completed by applicant.

PART A: Requesting Authority

This section is the responsibility of the designated approved signing authority for your particular workplace. A designated Signing Authority will be present at each enrolment location.

PART B: Enrolment Official

This section is for Enrolment Official signature/use only. This will be completed following the processing of your application.

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 valid passport please include the Country of issue, Passport number and the expiry date.

NOTE – ALL QUESTIONS MUST BE ANSWERED IN FULL.

Section 33: If you attended a post-secondary education institution include the full name AND address AND dates.

Section 35: Applicant must include full details of residences for the past 5 years. It must be a full five years from the date of this application. 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. There must be NO GAPS – every day must be accounted for. Missing information will delay the processing of your application. Company names need to be filled out in full – using no abbreviations. Addresses must also 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 birthplace, port of entry into Canada and the exact date of the 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 the 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 then sign and date for the day you apply at the Enrolment Site. Include your home telephone number and work number. If you are unsure of your work contact number ask your employer.

Any applicant under the age of 19 will have their parent / guardian or tutor fill in the last line of this section.

Please answer the last question on Consent and Certification continue and sign and date the form.