

Application for Key FOB

This form is to be used when applying for a new or replacement and FOB profile modification. Key FOB for an area or areas operated by Nieuport Aviation Infrastructure Partners (“Nieuport Aviation”) at the Billy Bishop Toronto City Airport (BBTCA). Your business must be registered with us before you can apply for a Key FOB.

There is a \$75.00 fee payable for all new or replacement FOBs issued by Nieuport Aviation. For any employee requiring access modifications to their current FOB profile there is an administrative fee of \$25.00.

Part 1 – Employee information			
Given Name		Surname	
Email	Phone	RAIC Number	RAIC Expire Date <small>(YYYY-MM-DD)</small>
Part 2 – Employment Information			
Job Title/Position		Department	
Employer/Company Name			
Part 3 – Authorised Person’s Information (to be completed by the employer)			
Job Title/Position	Given Name	Surname	
Email		Phone	
<p>AS AN AUTHORIZED SIGNING AUTHORITY, I CERTIFY THAT THE EMPLOYEE NAMED ABOVE:</p> <p>A) IS REQUIRED TO ACCESS THE AIRPORT TERMINAL BUILDING IN THE PERFORMANCE OF THEIR WORK-RELATED DUTIES IN ORDER FOR THE COMPANY TO SUCCESSFULLY OPERATE AND THAT THE OPERATIONAL REQUIREMENT STATED IS TRUE AND CORRECT.</p> <p>B) HAS BEEN ADVISED TO PRESENT A VALID BBTCA RAIC FOR THE COMPLETION OF THIS APPLICATION.</p> <p>C) UNDERSTAND THAT INCORRECT USE OF A NIEUPORT AVIATION ISSUED KEY FOB MAY RESULT IN IMMEDIATE WITHDRAWAL OF THE KEY FOB AND ACCESS PRIVILEGES OR FURTHER ACTION AS DEEMED NECESSARY BY NIEUPORT AVIATION.</p> <p>D) ACKNOWLEDGE THAT I HAVE READ THE ATTACHED CONDITIONS OF USE, AND I UNDERSTAND AND AGREE TO COMPLY WITH THE CONDITIONS AND SUPPLY THESE CONDITIONS TO ALL PERSONS WHO MAY UTILISE THE NIEUPORT AVIATION ISSUED KEY FOB.</p>			
✍ Signature		✍ Date (YYYY-MM-DD)	
Part 4 – Access Requirements (to be completed by the employer)		Part 5 – OFFICE USE ONLY	
<input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> FOB Profile Modification		Access Granted _____ _____	Issued by _____
Part 6 – Consent and Receipt of key FOB			
<p>I CERTIFY THAT:</p> <p>A) I ACKNOWLEDGE OF RECEIPT OF THE KEY FOB DESCRIBED BELOW WHICH REMAINS THE PROPERTY OF NIEUPORT AVIATION AND IS ON LOAN THE COMPANY STATED IN PART 2 OF THIS APPLICATION FORM WHILST THE COMPANY HAS AN OPERATIONAL REQUIREMENT TO ACCESS THE AREAS TO WHICH THE KEY FOB IS CODED FOR.</p> <p>B) THE INFORMATION IN THIS APPLICATION IS CORRECT.</p>			
Key FOB Serial Number		Print Name	
✍ Signature		✍ Date (YYYY-MM-DD)	



Conditions of Issue and Use

1. All Nieuport Aviation issued Key FOBs remain the property of Nieuport Aviation at all times.
2. The access provided by a Nieuport Aviation issued Key FOB may only be used in the course of company approved duties and does not constitute an authority to enter, remain or access an area for any other purpose. Incorrect use of access provisions may result in the immediate withdrawal of access privileges.
3. Loss or theft of a Key FOB must be reported immediately to Nieuport Aviation and if lost, stolen or damaged – that I am subject to fees associated with the administration of the key FOB as follows:
 - a. Key FOB lost 1st time: \$75.00 fine
 - b. Key FOB lost 2nd time: \$100.00 fine
 - c. Key FOB lost 3rd time: \$200 fine
4. Key FOBs must be returned directly to Nieuport Aviation or my employer or the aerodrome operator immediately:
 - a. when I cease to work at the aerodrome or the airport terminal building.
 - b. if the company no longer has an operational requirement to access areas for where the Key FOBs provide access.
 - c. when my airport restricted area access clearance has been denied, suspended, revoked, cancelled, or has expired.
5. If I fail to return a Key FOB after my need and right no longer exists, I will be charged \$100.
6. Access provided by Nieuport Aviation issued Key FOBs is registered for the use of the company to whom it has been issued only.
7. No gates or doors are to be left open under any circumstances.
8. When not in use, Key FOBs are to be kept in a safe place, and the company will do their utmost to ensure their security at all times.
9. It is the company’s responsibility to maintain a register detailing the holder of each Nieuport Aviation issued Key FOB, Nieuport Aviation may, from time to time, request a copy of these records for the purposes of conducting an audit of Key FOB use.
10. The company and the company’s authorised personnel who utilise Nieuport Aviation issued Key FOBs are bound by the conditions of use and will be responsible for any breaches.

Privacy Statement

Nieuport Aviation may use your personal information for the purposes of assisting Nieuport Aviation with the correct operating of the airport under various legislation, and in the assessment of any possible security incidents or breaches. Information may also be supplied to third parties in conjunction with any Municipal, Provincial and Federal investigations.

By submitting this application, you consent to Nieuport Aviation collecting, using, and disclosing personal information as set out above.

HAVE READ AND ACKNOWLEDGED BOTH THE “CONDITIONS OF ISSUE AND USE” AND “PRIVACY STATEMENT” AS INDICATED BY AFFIXING MY SIGNATURE IN THE SPACE PROVIDED BELOW.	
Name	Employer
Job Title/Position	Phone
 Signature	 Date (YYYY-MM-DD)