



Security screening is a contract requirement for those who handle mail or have access to Canada Post facilities and systems. **Compliance is mandatory.**

The pages that follow are designed to help you fill out the **Personnel Screening, Consent and Authorization Form**.

The step-by-step process takes a matter of minutes.

Three reasons security screening matters to you

1. The Government of Canada Security Policy requires not just employees but contractors and those who work for them to have reliability status, which is basic security screening.
2. Respecting privacy and protecting personal information is fundamental to Canada Post's business and central to the trust of its brand. It is also the law.
3. Without reliability status, contractors or their employees are not allowed to handle the mail, and they can be denied access to Canada Post facilities.

Contract-holder obligation

Businesses that hold contracts with Canada Post must designate company security officers (CSOs) and alternates (ACSOs) who are security screened prior to processing forms for employees. These are generally business owners or others who manage, recruit, interview, appoint or keep records of employees. They are referred to as leads.

Security screening in three simple steps

1. Applicant

Fill out the Personnel Screening, Consent and Authorization Form using black or blue ink, and return it to your CSO or ACSO for review and submission.

2. Applicant to CSO or ACSO

Provide two pieces of valid Canadian government-issued identification (one with a photo).

CSO or ACSO

Send documents to Canada Post's Security and Investigation Services by using regular mail or one of Canada Post's secure, trackable services (Priority™ or Xpresspost™). Forms can also be sent by email to **personnel.security@canadapost.ca**. Security screening forms that are properly filled out are processed within five business days. Processing may be delayed if additional requirements are needed (e.g. fingerprinting).

[Go to \[tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf\]\(https://tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf\) to download the Personnel Screening, Consent and Authorization Form.](https://tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf)

SECTION A – Administrative information

Organization's official, company security officer (CSO) or alternate (ACSO):

Complete steps 1 to 7

A ADMINISTRATIVE INFORMATION (To be completed by the Authorized Departmental/Agency/Organizational Official)			
<input checked="" type="checkbox"/> New <input type="checkbox"/> Update <input type="checkbox"/> Upgrade <input type="checkbox"/> Transfer <input type="checkbox"/> Supplemental <input type="checkbox"/> Re-activation			
The requested level of reliability/security check(s)			
<input checked="" type="checkbox"/> Reliability Status <input type="checkbox"/> Level I (CONFIDENTIAL) <input type="checkbox"/> Level II (SECRET) <input type="checkbox"/> Level III (TOP SECRET)			
<input type="checkbox"/> Other _____			
PARTICULARS OF APPOINTMENT/ASSIGNMENT/CONTRACT			
<input type="checkbox"/> Indeterminate <input type="checkbox"/> Term <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Industry <input type="checkbox"/> Other (specify secondment, assignment, etc.) _____			
Justification for security screening requirement			
Condition of contract			
Position/Competition/Contract number		Title	Group/Level (Rank if applicable)
460001006		Driver	N/A
Employee ID number/PRI/Rank and Service number (if applicable)		If term or contract, indicate duration period	To
N/A		From	YYYY/MM
Name and address of department / organization / agency		Name of official	Telephone number
Business name and mailing address		Owner/CSO/ACSO	(XXX) XXX-XXXX
			Facsimile number
			(XXX) XXX-XXXX

1 Check the following boxes:

- New
- Reliability Status
- Contract

2 Enter "Condition of contract," if known.

3 Enter contract number, if known.

4 Enter title of the applicant's position

5 Enter start and end date of contract, if known.

6 Enter name and address of the business or contract holder.

7 Enter name and telephone number of the business owner, CSO or ASCO who holds the contract.

SECTION B – Biographical information

Applicant/employee: Complete step 1

B BIOGRAPHICAL INFORMATION (To be completed by the applicant)				
Surname (Last name)	Full given names (no initials) underline or circle usual name used		Family name at birth	
Smith	William John		Smith	
All other names used (i.e. Nickname)	Sex	Date of birth	Country of birth	Date of entry into Canada if born outside Canada
Bill	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Y M D 1 9 6 5 0 1 2 0	U.S.	Y M D 2 0 0 1 0 5 2 5
RESIDENCE (provide addresses for the last five years, starting with the most current) Home address		Daytime telephone number	E-mail address	
		(XXX) XXX-XXXX	bill_smith@gmail.com	

1 Enter your information.

SECTION B – Biographical information (continued)

Applicant/employee: Complete steps 2 to 3 (five-year residence history and criminal convictions) with no gaps or overlaps in the dates given.

In the event that additional space is needed, complete these sections on a separate sheet of paper. Provide this sheet along with the completed Personnel Screening, Consent and Authorization Form.

RESIDENCE (provide addresses for the last five years, starting with the most current) Home address			Daytime telephone number (XXX) XXX-XXXX		E-mail address bill_smith@gmail.com			
2	1	Apartment number	Street number	Street name	Civic number (if applicable)	From 2 0 0 6 0 3 Y M	To present	
			123	Bank Street				
		City		Province or state	Postal code	Country	Telephone number (XXX) XXX-XXXX	
		Ottawa		Ontario	K1G 3Z3	Canada		
2	2	Apartment number	Street number	Street name	Civic number (if applicable)	From 2 0 0 1 0 4 Y M	To 2 0 0 6 0 2 Y M	
			406	Main Street				
		City		Province or state	Postal code	Country	Telephone number (XXX) XXX-XXXX	
		Ottawa		Ontario	N5Y 2A3	Canada		
Have you previously completed a Government of Canada security screening form?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If yes, give name of employer, level and year of screening. Transport Canada, reliability status 2 0 0 3 Y			
CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA (see instructions)								
3	Have you ever been convicted of a criminal offence for which you have not been granted a pardon?			If yes, give details. (charge(s), name of police force, city, province/state, country and date of conviction)				
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			▼				
	Charge(s)		Name of police force			City		
	Driving under the influence		London Police Service			London		
Province/State		Country			Date of conviction ▶			
Ontario		Canada			2 0 0 4 0 4 0 5 Y M D			

2 a. If you arrived in Canada less than five years ago, please provide a copy of your permanent resident card.

b. If you are a permanent resident and you resided outside of Canada for greater than one year after the date your permanent resident card was issued, provide a police certificate from the country you resided in.

c. If you are a Canadian citizen but have resided outside Canada within the past five years for greater than one year, provide a police certificate from the country you resided in.


3 Should an individual's file contain adverse information, Canada Post's Security and Investigation Services will thoroughly evaluate the file on a case-by-case basis before granting or denying reliability status.

If you know you have a conviction for a criminal offence, it is in your best interest to be honest when you fill out the form. A conviction may not disqualify you from being cleared. Security and Investigation Services weigh your age at the time of the offence, the nature and severity of the offence and its relevance to your services. (Those who have indicated a criminal record will be subject to a more involved screening that could take up to 120 days. These applicants may be given an opportunity to explain the offence to an officer of the Security and Investigation team.)

SECTION C – Consent and verification

Applicant/employee: Complete steps 1 to 3

Business owner, CSO or ACSO: Complete step 4

Surname and full given names Smith, William		Date of birth Y M D 1 9 6 5 0 1 2 0			
C CONSENT AND VERIFICATION (To be completed by the applicant and authorized Departmental/Agency/Organizational Official)					
	Checks Required (See Instructions)	Applicant's initials	Name of official (print)	Official's initials	Official's Telephone number
1	<input checked="" type="checkbox"/> Date of birth, address, education, professional qualifications, employment history, personal character references	<i>WJ</i>	Owner/CSO/ACSO	<i>WJ</i>	(XXX)XXX-XXXX
2	<input checked="" type="checkbox"/> Criminal record check	<i>WJ</i>			()
3	<input checked="" type="checkbox"/> Credit check (financial assessment, including credit records check)	<i>WJ</i>			()
4	<input type="checkbox"/> Loyalty (security assessment only)				()
5	<input type="checkbox"/> Other (specify, see instructions)				()
<p>The Privacy Act Statement The information on this form is required for the purpose of providing a security screening assessment. It is collected under the authority of subsection 7(1) of the <i>Financial Administration Act</i> and the <i>Government Security Policy (GSP)</i> of the Government of Canada, and is protected by the provisions of the <i>Privacy Act</i> in institutions that are covered by the <i>Privacy Act</i>. Its collection is mandatory. A refusal to provide information will lead to a review of whether the person is eligible to hold the position or perform the contract that is associated with this Personnel Screening Request. Depending on the level of security screening required, the information collected by the government institution may be disclosed to the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS), which conduct the requisite checks and/or investigation in and outside the federal government (e.g. credit bureaus). It is used to support decisions on individuals working or applying to work through appointment promotions. It may also be used in the context of updating, or reviewing for cause, the reliability status, security clearance or site access, all of which are applicable to the type of security screening. Information collected by the government institution, and information gathered from the requisite checks and decisions, which may lead to discipline and/or termination of employment or contractual agreements. The personal information collected (Personnel Security Screening) which is used by all government agencies, except the Department of National Defence PIB DND/PPE 834 (Personnel Security Screening), CSIS PIB SIS PPE 815 (Employee Security), and PWGSC PIB PWGSC PPU 0 Records) used for Canadian Industry Personnel. Personal information related to security assessments is also described in the CSIS PIB SIS PPU 0 Records.</p> <p>I, the undersigned, do consent to the disclosure of the preceding information including my photograph for its subsequent verification purpose of providing a security screening assessment. By consenting to the above, I acknowledge that the verification and/or use of my information may also occur when the reliability status, security clearance or site access are updated or otherwise reviewed for cause or otherwise. My consent will remain valid until I no longer require a reliability status, a security clearance or a site access clearance, my employee otherwise revoke my consent, in writing, to the authorized security official.</p>					
 Signature		2019-01-01 Date (Y/M/D)			

If the applicant has not reached the age of majority, a parent or guardian must initial in boxes 1, 2 and 3 and sign in Section C.

1 Applicant: Enter name and date of birth in the boxes at the top of page 2, directly above Section C.

2 Applicant: Check boxes 1, 2 and 3 and initial the corresponding sections, where indicated.

3 Applicant: Read The Privacy Act Statement, sign and date in space provided at the bottom of Section C.

4 Business owner, CSO or ACSO:

1. Enter name under Name of official in box 1.
2. Initial beside printed name under Official's initials in box 1.
3. Enter telephone number under Official's telephone number in box 1.

Once completed, applicant must return form to CSO or ACSO for review and submission.

SECTION D – Review

Business owner, CSO or ACSO: Complete step 1

D REVIEW (To be completed by the authorized Departmental/Agency/Organizational Official responsible for ensuring the completion of sections A, B and C)		
Name and title Owner/Company Security Ottawa	Telephone number XXX-XXX-XXXX	
Address Bart's Trucking 123 Elm Street Ottawa, ON K1A0B1	Facsimile number XXX-XXX-XXXX	

1 Enter your information.

Do not complete Section E.

Identification requirements

Applicants must provide a copy of two valid pieces of Canadian government-issued identification, one of which must have a photo.

For business owners who hold the contract, their CSOs or alternates must sign and date copies of the identification to be certified.

✓ Acceptable identification

- Driver's licence issued in Canada, which includes a laminated photograph
- Canadian passport
- Canadian birth certificate

✗ Unacceptable identification

- Social insurance number (SIN) card
- Health card
- Employee identification card
- Credit card

Ensure all copies are legible. If they are difficult to read, the form will be returned, causing delays.

The following documents are also acceptable identification, provided they are current and valid:

- Permanent resident card
- Firearm possession card
- Canadian Forces ID card
- Canadian citizenship card
- Liquor age of majority card
- Canadian work permit
- NEXUS or CANPASS membership ID issued by the Canada Border Services Agency
- Certificate of Indian Status card
- Provincial/territorial ID card
- National ID card for the blind (CNIB)

For more information about security screening, please contact personnel.security@canadapost.ca or call **855-531-7764**.

Mailing address for security screenings:*

SECURITY SCREENING
CANADA POST SECURITY AND INVESTIGATION SERVICES
2701 RIVERSIDE DRIVE SUITE N0060
OTTAWA ON K1A 0B1

Security screening forms can also be scanned and sent by email to personnel.security@canadapost.ca.

*Send documents to Canada Post's Security and Investigations Services by using regular mail or one of Canada Post's secure, trackable services (Priority or Xpresspost) to send sensitive information by mail. Security screening forms that are properly filled out are processed within five business days. Processing may be delayed if additional requirements are needed (e.g. fingerprinting).