

# SECURITY SCREENING INSTRUCTION GUIDE

## Introduction

This step-by-step guide will help you fulfill all the requirements of security screening. To start the security screening process, applicants must complete and submit the following:

- Personnel Screening, Consent and Authorization Form
- All required supporting documents
- A set of fingerprints

### **YOU WILL NEED TO PRINT FORMS.**

If you do not have access to a printer, you can save the forms to your desktop or laptop computer or on a memory stick, then arrange to print it at:

- A printing service or stationery store
- Friends, relatives or neighbours
- Public libraries
- Community centres
- Internet cafes
- Canada/Student employment centres
- Campus career centres
- Service Canada centres (call 1-800-622-6232 for locations)

**Read and follow the instructions carefully. The security screening cannot be completed until all the required documents have been received. Any missing information or documents will delay the security screening process and may result in having to resubmit the application.**

## A. Completing the Personnel Screening, Consent and Authorization Form

As a condition of employment with Canada Post, you must undergo the personnel security screening process and be granted Reliability Status before an offer of employment can be made.

You are therefore required to complete the attached Personnel Screening, Consent and Authorization Form. Read and follow the instructions carefully. Any missing information will result in the form being returned to you and may cause a delay in the security screening process.

1. Complete Section B of page 1 of this form using a computer printer. Do not complete this form by hand, as handwritten forms may be difficult to read.

B BIOGRAPHICAL INFORMATION (To be completed by the applicant)									
Surname (Last name) <b>Smith</b>			Full given names (no initials) underline or circle usual name used <b>William, Roger, Joseph</b>				Family name at birth <b>Smith</b>		
All other names used (i.e. Nickname) <b>Bill</b>		Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth Y M D <b>1 9   6   5   0   4   0   2</b>		Country of birth <b>Ireland</b>		Date of entry into Canada if born outside Canada Y M D <b>1 9   7   5   1   0   3   1</b>		
RESIDENCE (provide addresses for the last five years, starting with the most current) Home address				Daytime telephone number <b>( 613 ) 734-3000</b>		E-mail address <b>billsmith@hotmail.com</b>			
1	Apartment number <b>24</b>	Street number <b>250</b>	Street name <b>Main Street</b>		Civic number (if applicable)	From Y M <b>2   0   1   0   0   5</b>		To present	
City <b>Ottawa</b>		Province or state <b>Ontario</b>	Postal code <b>K1A 0B1</b>	Country <b>Canada</b>	Telephone number <b>( 613 ) 123-4567</b>				
2	Apartment number	Street number <b>90845</b>	Street name <b>3rd Avenue</b>		Civic number (if applicable)	From Y M <b>2   0   0   5   0   1</b>		To Y M <b>2   0   1   0   0   5</b>	
City <b>Vancouver</b>		Province or state <b>BC</b>	Postal code <b>V1A 0B1</b>	Country <b>Canada</b>	Telephone number <b>( 604 ) 123-4567</b>				
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. <b>Public Works - Reliability Status</b>		Y <b>2   0   1   0</b>			
<b>CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA (see instructions)</b>									
Have you ever been convicted of a criminal offence for which you have not been granted a pardon? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				If yes, give details. (charge(s), name of police force, city, province/state, country and date of conviction)					
Charge(s) <b>DUI</b>		Name of police force <b>Toronto Police Service</b>			City <b>Toronto</b>				
Province/State <b>Ontario</b>		Country <b>Canada</b>		Date of conviction Y M D <b>1 9   9   2   0   7    </b>					


- In the Full given names field, enter your full given names, including any middle names, and circle or underline the usual name used.
- You must provide your residential addresses for the past five consecutive years without gaps or overlaps. If you require additional space, use the Additional Information Form.
- Criminal convictions: If you answered "Yes" to the question in this area and more space is required, use the additional information form. **List only criminal convictions for which a pardon has not been granted.** Driving under the influence (DUI) is a criminal offence and must be documented if no pardon has been obtained.

2. Complete Section C of page 2 of the Personnel Screening, Consent and Authorization Form.
  - a) At the top, write your surname, given names and date of birth.
  - b) Place handwritten check marks and handwritten initials at lines C1, C2 and C3; do not use a computer printer. **Do not fill in the areas to the right of the Applicant's initials.**
  - c) Sign the form and indicate the date it was completed.

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	WS			( )
2. <input checked="" type="checkbox"/> Criminal record check	WS			( )
3. <input checked="" type="checkbox"/> Credit check (financial assessment, including credit records check)	WS			( )
4. <input type="checkbox"/> Loyalty (security assessment only)				( )
5. <input type="checkbox"/> Other (specify, see instructions)				( )

**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 *Financial Administration Act* and the *Government Security Policy (GSP)* of the Government of Canada, and is protected by the provisions of the *Privacy Act* in institutions that are covered by the *Privacy Act*. 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 accordance with the GSP and to entities outside the federal government (e.g. credit bureaus). It is used to support decisions on individuals working or applying to work through appointment, assignment or contract, transfers or 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 may lead to a re-assessment of the applicable type of security screening. Information collected by the government institution, and information gathered from the requisite checks and/or investigation, may be used to support decisions, which may lead to discipline and/or termination of employment or contractual agreements. The personal information collected is described in Standard PIB PSU 917 (Personnel Security Screening) which is used by all government agencies, except the Department of National Defence PIB DND/PPE 834 (Personnel Security Investigation File), RCMP PIB CMP PPU 065 (Security/Reliability Screening Records), CSIS PIB SIS PPE 815 (Employee Security), and PWGSC PIB PWGSC PPU 015 (Personnel Clearance and Reliability Records) used for Canadian Industry Personnel. Personal information related to security assessments is also described in the CSIS PIB SIS PPU 005 (Security Assessments/Advice).

I, the undersigned, do consent to the disclosure of the preceding information including my photograph for its subsequent verification and/or use in an investigation for the purpose of providing a security screening assessment. By consenting to the above, I acknowledge that the verification and/or use in an investigation of the preceding information may also occur when the reliability status, security clearance or site access are updated or otherwise reviewed for cause under the Government Security Policy. My consent will remain valid until I no longer require a reliability status, a security clearance or a site access clearance, my employment or contract is terminated, or until I otherwise revoke my consent, in writing, to the authorized security official.

  
 Signature

2014.01.05  
 Date (Y/M/D)

3. The following table provides additional requirements for applicants who have not lived in Canada for the past five (consecutive) years. Those documents must be provided along with the other security documents requested.

Documents required	Original police certificate from country of residence	Copy of the confirmation of permanent resident, record of landing or permanent resident card, if available	Letters of employment from foreign employers	Other documentation such as public utility bills to substantiate that you resided in that country during the specified time
Applicants including Canadian citizens who have lived outside of Canada for more than 12 months	Yes	No	No	No
Temporary residents	Yes	No	No	No
Permanent residents	No	Yes	No	No
Refugee status	Reviewed by Security on a case by case basis	No	No	No

Applicants who have not lived in Canada for five full years and have resided in the U.S. must provide Canada Post with an Identity History Summary from the FBI as part of the security screening process. There may be a non-refundable fee for this document. The following link provides more information: [fbi.gov/services/cjis/identity-history-summary-checks](http://fbi.gov/services/cjis/identity-history-summary-checks).

## B. Supporting documents and identification

In order to confirm their identity, all applicants must submit a photocopy of **two valid (not expired), original pieces of Canadian government-issued identification**. Documents with information on both sides must be copied front and back. **ONE PIECE OF ID MUST SHOW A PHOTO.**

VALID PIECES OF IDENTIFICATION		ACCEPTABLE SECONDARY PIECES OF IDENTIFICATION	NOT ACCEPTABLE AS IDENTIFICATION
Driver's license issued in Canada, which includes a laminated photograph	Canadian work permit / Visa	Foreign passport (when accompanied by valid Canadian government-issued ID)	Social insurance number card (SIN)
Valid Canadian passport	NEXUS / FAST-EXPRES membership ID	Canadian birth certificate	Health card from Manitoba, Ontario and PEI
Permanent resident card	CANPASS membership ID issued by the Canada Border Services Agency	Pleasure craft operator card	Employee identification cards
Firearm possession card	Certificate of Indian Status card	Baptismal certificate	Credit cards
Canadian Forces ID card	Provincial / Territorial ID card		Foreign identification (exception: foreign passport; see above)
Canadian citizenship card	CNIB National ID card		
Liquor age of majority card (BYID)	Health card (excluding Manitoba, Ontario and PEI)		

## C. Completing the fingerprinting process

### Booking an appointment

1. Select a location and follow the booking requirements.

CANADA POST FINGERPRINTING LOCATION		
British Columbia		
<b>Richmond</b>	604-273-1606 ext. 5940	170-5940 FERGUSON ROAD RICHMOND BC V7B 0B1
To book an appointment, call between <b>8:00 a.m. and 11:00 p.m. any day of the week</b> . Appointments are highly recommended, but walk-ins are accepted between the hours indicated above, except on national holidays, if time permits.		

<b>Alberta</b>		
<b>Calgary</b>	403-974-2000 ext. 42112	1100 49TH AVENUE NE ROOM 833 CALGARY AB T2E 0A0
To book an appointment, call between <b>8:30 a.m. and 8:30 p.m. Monday to Friday</b> . Appointments are highly recommended, but walk-ins are accepted between the hours indicated above, except on national holidays, if time permits.		
<b>Edmonton</b>	780-945-2600 ext. 52649	12135 149 ST EDMONTON AB T5L 5H2
To book an appointment, call between <b>8:30 a.m. and 8:30 p.m. Monday to Friday or Sunday between 9:00 a.m. and 2:30 p.m.</b> Appointments are highly recommended, but walk-ins are accepted between the hours indicated above, except on national holidays, if time permits.		

<b>Manitoba</b>		
<b>Winnipeg</b>	204-987-5100 ext. 70650	1870 WELLINGTON AVENUE WINNIPEG MB R3C 3H3
To book an appointment, call between <b>9:00 a.m. and 10:00 p.m. Monday to Friday or Saturdays between 9:00 a.m. and 2:30 p.m.</b> Appointments are highly recommended, but walk-ins are accepted between the hours indicated above, except on national holidays, if time permits.		

<b>Ontario</b>		
<b>Mississauga</b>	905-206-5244	4567 DIXIE ROAD MISSISSAUGA ON L4W 1S2
To book an appointment, call between <b>8:30 a.m. and 11 p.m. any day of the week</b> . Appointments are highly recommended, but walk-ins are accepted between the hours indicated above, Monday to Friday, except on national holidays, if time permits.		
<b>Toronto</b>	416-462-5082	969 EASTERN AVENUE TORONTO ON M4L 1A5
To book an appointment, call between <b>8:00 a.m. and 2:00 p.m.</b> Fingerprinting services are available between <b>7:00 a.m. and 7:00 p.m. Monday to Friday and Saturday from 8:00 a.m. to 4:00 p.m.</b> Appointments are highly recommended, but walk-ins are accepted between the hours indicated above, except on national holidays, if time permits.		
<b>Ottawa</b>	613-734-1400	1424 SANDFORD FLEMING AVE OTTAWA ON K1A 0A0
To book an appointment, call between <b>8:30 a.m. and 10:00 p.m. Monday to Friday or between 11:30 a.m. and 10:00 p.m. Saturday and Sunday</b> . Appointments are highly recommended, but walk-ins are accepted between the hours indicated above, except on national holidays, if time permits.		
<b>Ottawa</b>	613-734-7420	2701 RIVERSIDE DRIVE OTTAWA ON K1A 0B1
To book an appointment, call between <b>8:00 a.m. and 5:00 p.m. Monday to Friday</b> . Appointments are highly recommended, but walk-ins are accepted between the hours indicated above, except on national holidays, if time permits.		

<b>London</b>	519-457-5339	951 Highbury Ave London ON N5Y 1B0
<p>Call to book your appointment. No walk-ins are accepted. The schedule for fingerprinting is <b>Monday to Friday 2:00 to 5:00 a.m., 9:00 a.m. to 2:30 p.m., 3:30 to 6:30 p.m.</b> and <b>Sunday 10:00 a.m. to 6:30 p.m.</b> No appointments are available on Saturdays or national holidays.</p>		
<b>Hamilton</b>	905-664-0000 ext. 40008	393 MilLEN RD Stoney Creek ON L8E 5A8
<p>To book an appointment, call between <b>8:30 a.m. and 10:00 p.m. Monday to Friday.</b> Leave a message and we will contact you. Appointments are highly recommended, but walk-ins are accepted between the hours indicated above, except on national holidays.</p>		

<b>Quebec</b>		
<b>Montréal</b>	514-345-7000	555 Rue McArthur Ville St-Laurent QC H4T 1T4
<p>To book an appointment, call between <b>8:00 a.m. and 11:00 p.m. any day of the week.</b> Appointments are highly recommended, but walk-ins are accepted between the hours indicated above, except on national holidays, if time permits.</p>		

<b>Nova Scotia</b>		
<b>Halifax</b>	902-494-4001 ext. 44691	6175 Almon Street Halifax NS B3K 5N2
<p>To book an appointment, call between <b>7:00 a.m. and 10:30 p.m. Monday to Friday.</b> Appointments are highly recommended, but walk-ins are accepted between the hours indicated above, Monday to Friday, except on national holidays, if time permits.</p>		

## Commissionaires

**Hours and days of service vary by location.** Appointments are not mandatory, but highly recommended. Those who have made an appointment will be given priority, while others will be served according to a first come, first served basis. Additional locations may be available; consult the website below for further details regarding hours and site service information.

[commissionaires.ca/en/national/home](http://commissionaires.ca/en/national/home)

### British Columbia

Surrey	604-595-4099	205-12725 80TH AVE SURREY BC V3W 3A6
Surrey Central City Mall	604-495-8201 ext. 2007	140-13450 102 AVE SURREY BC V3T 5X3
Victoria	250-727-7755 ext. 119	928 CLOVERDALE AVE VICTORIA BC V8X 2T3
Vancouver	604-646-3330	801-595 HOWE STREET VANCOUVER BC V6C 2T5
Kelowna	250-979-4773	103-346 LAWRENCE AVE KELOWNA BC V1Y 6L4

### Alberta

Calgary	403-244-4664 ext. 104	1107 53 AVE NE CALGARY AB T2E 6X9
Cold lake	780-594-5690	4910-50 AVENUE, UNIT 121 COLD LAKE AB T9M 0G1
Edmonton	780-451-1974	10633 124TH STREET EDMONTON AB T5N 1S5
Medicine Hat	403-977-5836	CYPRESS CENTRE, 2055 21 AVE SE MEDICINE HAT AB T1A 7N1
Lethbridge	403-327-1222	HUNT INSURANCE BUILDING, 103-1201 3RD AVE S LETHBRIDGE AB T1J 0J8

### Saskatchewan

Regina	306-757-0998	ALPINE VILLAGE MALL, 122 ALBERT ST REGINA SK S4R 2N2
Saskatoon	306-244-6588	1219 IDYLWYD DRIVE NORTH SASKATOON SK S7K 1A1



<b>Manitoba</b>		
Winnipeg	204-942-5993 ext. 2246	290 BURNELL STREET WINNIPEG MB R3G 2A7

<b>Ontario</b>		
Barrie	877-488-9370	5 BELL FARM ROAD, UNIT 6 BARRIE ON L4M 5G1
Brampton (FIPS)	905-497-3477	301-7900 HURONTARIO ST BRAMPTON ON L6Y 0P6
Hamilton	905-527-2775	208-151 YORK BOULEVARD HAMILTON ON L8R 3M2
Kingston	613-634-4432	737 ARLINGTON PARK PLACE KINGSTON ON K7M 8M8
London	877-488-9370	1730 DUNDAS STREET LONDON ON N5W 3E2
Mississauga	877-488-9370	109-6200 DIXIE ROAD MISSISSAUGA ON L5T 1A6
Ottawa	613-231-6462 ext. 451	24 COLONNADE ROAD OTTAWA ON K2E 7J6
Ottawa downtown	613-288-0721	101-100 GLOUCESTER ST OTTAWA ON K2P 0A4
Scarborough	877-488-9370	217-885 PROGRESS AVE SCARBOROUGH ON M1H 3G3
Sudbury	705-673-2005 ext. 221	RAINBOW CENTRE, 102A-40 ELM STREET SUDBURY ON P3C 1S8
Toronto (CII)	416-506-4444	217-339 BLOOR ST W TORONTO ON M5S 1W7
Toronto (FIPS)	416-663-3477	417-1280 FINCH AVE W TORONTO ON M3J 3K6
Toronto – King and Yonge	877-488-9370	302-15 TORONTO STREET TORONTO ON M5C 2E3
Petawawa	613-687-7266	GARRISON PETAWAWA N631-275 SOMME ROAD PETAWAWA ON K8H 2Y3
Belleville (ink only)	613-962-6500	314 PINNACLE STREET BELLEVILLE ON K8N 3B4
Brockville (ink only)	613-345-6035	779 CHELSEA CRT UNIT A-1 BROCKVILLE ON K9A 5J3
Cobourg (ink only)	905-372-1106	3-995 ELGIN STREET W COBOURG ON K9A 5J3
Cornwall (ink only)	613-932-7274	14 THIRD STREET EAST CORNWALL ON K6H 2C7



<b>Quebec</b>		
Montréal	514-273-8578 ext. 226	400-201 AVE LAURIER MONTRÉAL QC H1T 3E6
Québec	418-681-0609	1170 Lebourgneuf suite 104, Québec QC G2K 2E3
Gatineau	819-776-0004 ext. 5	721 BOUL ST-JOSEPH GATINEAU QC J8Y 4B6
Drummondville	819-445-8578	1639 BOUL ST-JOSEPH DRUMMONDVILLE QC J2C 2X9
Cowansville	450-955-7778	505 RUE DU SUD, BUREAU 209A COWANSVILLE QC J2K 5Y4
Trois-Rivières	450-840-3038	4976 RUE BELLEFEUILLE TROIS-RIVIÈRES QC G9A 5Y4
Matane	418-562-9365	286 AVENUE ST-JÉRÔME MATANE QC G9A 5Y4

<b>New Brunswick and PEI</b>		
Fredericton	506-454-6992	830 HANWELL ROAD SUITE 4B FREDERICTON NB E2B 6A2
Moncton	506-854-0572	272 GEORGE ST, SUITE 120 MONCTON NB E1C 1W6
Saint John	506-634-8000	160 MARK DRIVE SAINT JOHN NB E2S 4H5
Charlottetown	902-892-1211	C51D SUBCONTRACTOR LOCATION 11-393 UNIVERSITY AVENUE CHARLOTTETOWN PEI C1A 4N4 (located in the Kirkwood Mews)

<b>Nova Scotia</b>		
Halifax	902-429-0682	MARITIME CENTRE LEVEL B1 1505 BARRINGTON STREET HALIFAX NS B3J 3K5
Cape Breton	902-539-8519	325 GEORGE STREET SYDNEY NS B1P 1J7
Kentville (ink only)	902-678-9758	325 MAIN ST KENTVILLE NS B4N 1K5
Truro (ink only)	902-843-3444	102-802 PRINCE STREET TRURO NS B2N 1H1

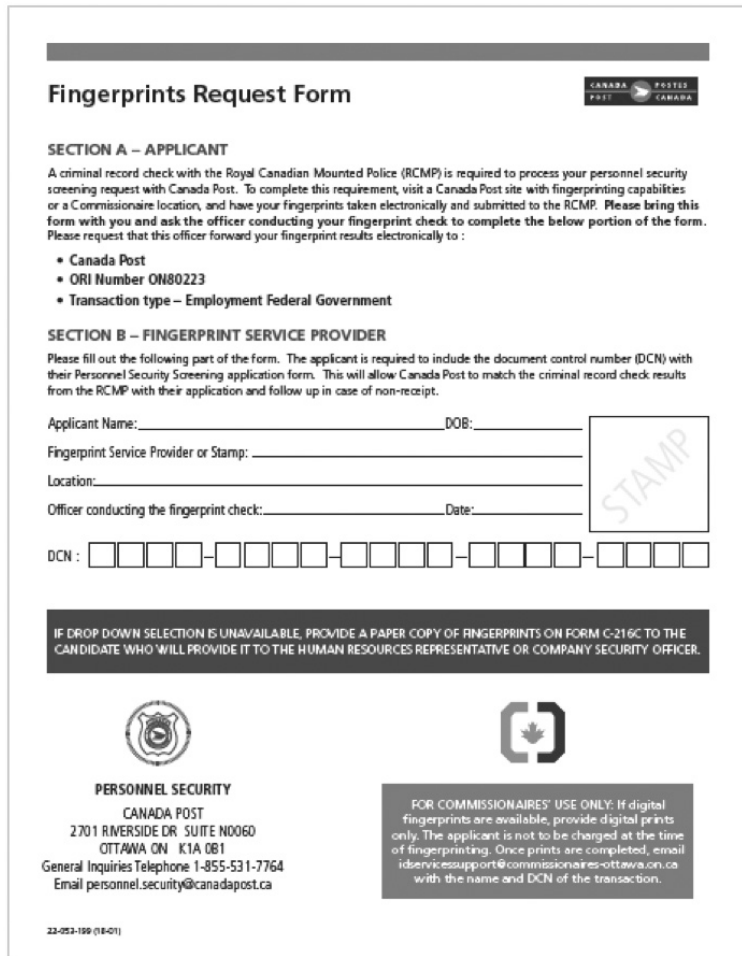


Newfoundland and Labrador		
St. John's	709-754-0757	207A KENMOUNT ROAD ST JOHN'S NL A1B 3P9

**If you are not in the vicinity of any of the above locations**, contact one of the authorized agencies or local police services in your area. You may obtain further information by typing the words “fingerprinting agencies” in any search engine on the Internet. **This service is provided by many local police services, the RCMP and accredited agencies.**

## Fingerprinting requirements

1. Make sure to **bring the Fingerprints request form with you at the time of fingerprinting**. Those who have forgotten their form will not be able to get their fingerprints taken and will need to return with the form at another time. This form is to be completed by Fingerprint Service personnel.



**Fingerprints Request Form**

SECTION A – APPLICANT

A criminal record check with the Royal Canadian Mounted Police (RCMP) is required to process your personnel security screening request with Canada Post. To complete this requirement, visit a Canada Post site with fingerprinting capabilities or a Commissionaire location, and have your fingerprints taken electronically and submitted to the RCMP. **Please bring this form with you and ask the officer conducting your fingerprint check to complete the below portion of the form.** Please request that this officer forward your fingerprint results electronically to:

- Canada Post
- ORI Number ON80223
- Transaction type – Employment Federal Government

SECTION B – FINGERPRINT SERVICE PROVIDER

Please fill out the following part of the form. The applicant is required to include the document control number (DCN) with their Personnel Security Screening application form. This will allow Canada Post to match the criminal record check results from the RCMP with their application and follow up in case of non-receipt.

Applicant Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Fingerprint Service Provider or Stamp: \_\_\_\_\_

Location: \_\_\_\_\_

Officer conducting the fingerprint check: \_\_\_\_\_ Date: \_\_\_\_\_

DCN :     -     -     -

IF DROP DOWN SELECTION IS UNAVAILABLE, PROVIDE A PAPER COPY OF FINGERPRINTS ON FORM C-216C TO THE CANDIDATE WHO WILL PROVIDE IT TO THE HUMAN RESOURCES REPRESENTATIVE OR COMPANY SECURITY OFFICER.

PERSONNEL SECURITY  
CANADA POST  
2701 RIVERSIDE DR. SUITE ND060  
OTTAWA ON K1A 0B1  
General Inquiries Telephone 1-855-531-7764  
Email [personnel.security@canadapost.ca](mailto:personnel.security@canadapost.ca)

FOR COMMISSIONAIRES' USE ONLY: If digital fingerprints are available, provide digital prints only. The applicant is not to be charged at the time of fingerprinting. Once prints are completed, email [idservicesupport@commissionaires-ottawa.on.ca](mailto:idservicesupport@commissionaires-ottawa.on.ca) with the name and DCN of the transaction.

2. In order for your identity to be verified, you must bring two pieces of valid Canadian government-issued identification, including one that shows a photo, to your fingerprinting appointment. All identification must be valid and not expired.
3. Fingerprinting can be done two ways, only one of which is required.

**Electronic scanning** requires receiving the following document from the service provider:

- the completed Canada Post Fingerprints form with only the Document control number (DNC) indicated.

**Ink and roll** requires receiving the following documents from the service provider:

- the completed Canada Post Fingerprints form; no DCN is required in this case;
- an original set of fingerprint impressions on paper form C-216C (green form).

## D. Submitting required documents

Once you have completed the fingerprinting process, submit the following documents to your Canada Post representative:

- Fingerprints Form, with sections A and B completed.
- If fingerprints were taken using the ink and roll method, the paper form and all documents must be submitted in their original form; they cannot be scanned and emailed. Forms are to be submitted to your Canada Post representative by mail or courier service of your choice.
- Personnel Screening, Consent and Authorization Form, with required signatures and supporting documentation, only if it has not been submitted.
- Supplemental Security Form if required.
- Photocopy (front and back) of two valid (not expired), original pieces of Canadian government-issued identification. One piece of ID must show a photo.
- Copy of the original fingerprinting receipt, if the service was provided by an authorized agency other than Canada Post or the Commissionaires.

**NOTE: The security screening process cannot be completed until all required information and documents have been received by your Canada Post representative.**