Security Screening and Reliability Status





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 (PriorityTM or XpresspostTM). 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 to download the Personnel Screening,

Consent and Authorization Form.

SECTION A – Administrative information

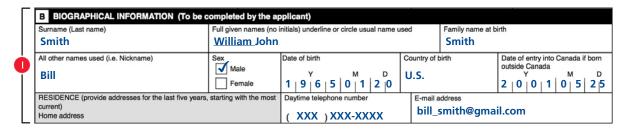
Organization's official, company security officer (CSO) or alternate (ACSO):

Complete steps 1 to 7

_	A ADMINISTRATIVE INFORMATION (To be completed by the Authorized Departmental/Agency/Organizational Official)												
	E	New	Update		Jpgrade 1	Transfer	Supplemental	Re-activation					
	Th	The requested level of reliability/security check(s)											
Ų	7	Other											
	L												
	_ P/	PARTICULARS OF APPOINTMENT/ASSIGNMENT/CONTRACT Indeterminate Term Contract Industry Other (specify secondment, assignment, etc.)											
2	Ju:	Justification for security screening requirement Condition of contract											
3	Po 4	sition/Competition/Contr 60001006	ract number	4	Title Driver		Group/Level (Rank if applicable) N/A						
		Employee ID number/PRI/Rank and Service number (if applicable) N/A			If term or contract, indicate duration period		From YYYY/MM	To YYYY/MM	5				
			artment / organization / a		Name of official		Telephone number	Facsimile number	1				
	В	usiness name a	and mailing add	iress	Owner/CSO/ACSO		(XXX)XXX-XXXX	(XXX)XXX-XXXX					
	L		-6				-0		J				
1 Check the following boxes: 4 Enter title of the applicant's position													
[-	1	New				_							
[-	7	Reliability Sta	tus			5 Enter start and end date of contract, if known.							
-	1 (Contract				6 Enter name and address of the business or contract holder.							
2 Enter "Condition of contract," if known.													
3 E	inte	r contract nu	ımber, if knov	vn.		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



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.

Γ			vide addresses for t	he last five years	s, starting with the most	Daytime telephone number			E-mail address				
2	current) Home address						(xxx)xxx-xxx			bill_smith@gmail.com			
	1	Apartment number	Street number	•				Civic number (if applicable)		From	То		
		Hamber	123	Bank Str	eet			(п аррпоавте)		2 0 0 6 0	M present		
		City			Province or state Postal code		code		Country		Telephone number		
		Ottawa			Ontario	ntario K1G 3Z3		3	Canada		(XXX) XXX-XXXX		
	2	Apartment number	Street number	Street name				Civic number (if applicable)		From	то М у м 4 2 0 0 6 0 2		
		406	26	Main Str	eet	(ii applicable)			2 0 0 1 0 4 2 0 0 6				
		City		Province or state Pos		Postal code		Country		Telephone number			
L		Ottawa			Ontario N5		N5Y 2A3		Canada		(XXX) XXX-XXXX		
Γ			ly completed a nada security scree	ning form?	Yes No					2 0 0 3			
	CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA (see instructions)												
 	Have you ever been convicted of a criminal offence for which you have not been granted a pardon? Yes No							If yes, give details. (charge(s), name of police force, city, province/state, country and date of conviction)				nce/state,	
Ī	Charge(s) Name of police force						•				City		
	Driving under the influence London Police					e Service				London			
	Province/State Country										V V 2		
L	Ontario Canada						Date of conviction 2 0 0 4 0			0 0 4 0 4 0 5			

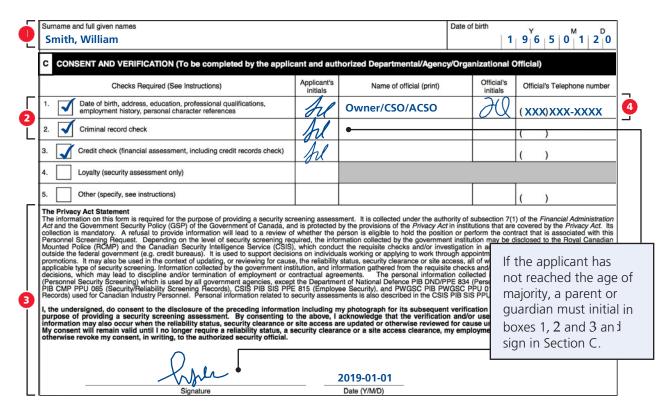
- 2 a. If you arrived in Canada less than five years ago, please provide a copy of your permanent resident card.
 - b. If you are a permanent resident and you resided outside of Canada for greater than one year after the date your permanent resident card was issued, provide a police certificate from 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



- **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.
- 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

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