

Security Clearance form – you fill out section B (make sure you have address for last 5 years to the month (ex. June 2014 to June 2019) and section C - pg. 2 top is your name and birth date again, then initial by the 'x' for 1,2,3 and sign and date by 'x' mid page.
Instructions are on pg. 3

Also need copies of two pieces of ID – list of type provided

THESE FORMS NEED TO BE RETURNED TO CONUMA HATCHERY AND I WILL SEND TO OUR DFO SECURITY IN VANCOUVER.

You can either drop off in person or mail to;
Conuma Hatchery
PO Box 247
Tahsis BC VOP 1X0
Attn. Lyndy Vroom

Fingerprinting – depending on the RCMP detachment it will be ink or electronic.
if you do it with ink then **you** send in mail to Ottawa – address on the letter
if you do electronically then **they** will send electronically to Ottawa – important to keep your receipt and document control number that they give you for tracking purposes

If you have any further questions feel free to call or email.

Lyndy Vroom
lyndy.vroom@dfo-mpo.gc.ca
250-283-7171



PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM

OFFICE USE ONLY		
Reference number	Department/Organization number	File number

NOTE: For Privacy Act Statement refer to Section C of this form and for completion instructions refer to attached instructions. Please typewrite or print in block letters.

A ADMINISTRATIVE INFORMATION (To be completed by the Authorized Departmental/Agency/Organizational Official)

New Update Upgrade Transfer Supplemental Re-activation

The requested level of reliability/security check(s)

Reliability Status Level I (CONFIDENTIAL) Level II (SECRET) Level III (TOP SECRET)

Other _____

PARTICULARS OF APPOINTMENT/ASSIGNMENT/CONTRACT

Indeterminate Term Contract Industry Other (specify secondment, assignment, etc.) Casual

Justification for security screening requirement

Employment

Position/Competition/Contract number	Title Hatchery Labourer	Group/Level (Rank if applicable) GL ELE 03
Employee ID number/PR/Rank and Service number (if applicable)	If term or contract, indicate duration period	From To
Name and address of department / organization / agency DFO - Conuma Hatchery	Name of official Mike Austin	Telephone number (250) 283-7171
		Facsimile number (250) 283-7171

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 _____

All other names used (i.e. Nickname) _____ Sex Male Female Date of birth Y M D Country of birth Date of entry into Canada if born outside Canada Y M D

RESIDENCE (provide addresses for the last five years, starting with the most current) Home address Daytime telephone number () E-mail address

1	Apartment number	Street number	Street name	Civic number (if applicable)	From Y M	To present
	City		Province or state	Postal code	Country	Telephone number ()

2	Apartment number	Street number	Street name	Civic number (if applicable)	From Y M	To Y M
	City		Province or state	Postal code	Country	Telephone number ()

Have you previously completed a Government of Canada security screening form? Yes No If yes, give name of employer, level and year of screening. _____ Y

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)

Charge(s)	Name of police force	City
Province/State	Country	Date of conviction Y M D



PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM

Surname and full given names Date of birth Y M D

C CONSENT AND VERIFICATION (To be completed by the applicant and authorized Departmental/Agency/Organizational Official)

Table with 5 rows and 5 columns: Checks Required, Applicant's initials, Name of official (print), Official's initials, Official's Telephone number. Includes entries for Date of birth, address, education, professional qualifications, employment history, personal character references; Criminal record check; Credit check; Loyalty; Other.

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.

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.

Signature Date (Y/M/D)

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: Mike Austin - Watershed Enhancement Manager
Telephone number: 250-283-7171
Address: PO Box 247 Tahsis, BC V0P 1X0
Facsimile number: 250-283-7171

E APPROVAL (To be completed by authorized Departmental/Agency/Organizational Security Official only)

I, the undersigned, as the authorized security official, do hereby approve the following level of screening.

Reliability Status
Approved Reliability Status Not approved
Name and title
Signature Date (Y/M/D)

Security Clearance (if applicable)
Level I Level II Level III Not recommended
Name and title
Signature Date (Y/M/D)

Comments

PHOTO (for Level III T.S., and/or upon request - see instructions)



INSTRUCTIONS FOR PERSONNEL SCREENING CONSENT AND AUTHORIZATION FORM TBS/SCT 330-23E (Rev. 2002/02)
Once completed, this form shall be safeguarded and handled at the level of Protected A.

General:

If space allotted in any portion is insufficient please use separate sheet using same format.

1. Section A (Administrative Information) Authorized Departmental/Agency/Organizational Official

The Official, based on Instructions issued by the Departmental Security Officer, may be responsible for determining, based on five year background history, what constitutes sufficient verification of personal data, educational and professional qualifications, and employment history. References are to be limited to those provided on the application for employment or equivalent forms.

SUPPLEMENTAL INFORMATION REQUIREMENTS

Persons who presently hold a SECURITY CLEARANCE and subsequently marry, remarry or commence a common-law partnership, in addition to having to update sections of the *Security Clearance Form (TBS/SCT 330-60)*, are required to submit an original *Personnel Screening, Consent and Authorization Form*, with the following parts completed:

Part A - As set forth in each question

Part B - As set forth in each question, excluding CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA.

Part C - Applicant's signature and date only are required

"Other". This should be used to identify if the security screening is for Site Access, NATO, SIGINT etc.

2. Section B (Biographical Information)

To be completed by the *applicant*. If more space is required use a separate sheet of paper. Each sheet must be signed.

Country of Birth - For "NEW" requests, if born abroad of Canadian parents, please provide a copy of your Certificate of Registration of Birth Abroad. If you arrived in Canada less than five years ago, provide a copy of the Immigration Visa, Record of Landing document or a copy of passport.

- List only criminal convictions for which a pardon has NOT been granted. Include on a separate attached sheet of paper, if more than one conviction. Applicant must include those convictions outside Canada.
- Offences under the *National Defence Act* are to be included as well as convictions by courts-martial are to be recorded.

3. Section C (Consent and Verification)

A copy of Section "C" may be released to institutions to provide acknowledgement of consent.

Criminal record checks (fingerprints may be required) and credit checks are to be arranged through the Departmental Security Office or the delegated Officer.

Consent: may be given only by an applicant who has reached the age of majority, otherwise, the signature of a parent or guardian is mandatory

The age of majority is:

19 years in N.F.L.D., N.S., N.B., B.C., Yukon, Northwest Territories and Nunavut;
18 years in P.E.I., Que., Ont., Man., Sask. and Alta.

The applicant will provide initials in the "applicant's initials box".

The official who carried out the verification of the information will print their name, insert their initials and telephone number in the required space.

- Reliability Screening (for all types of screening identified within Section A): complete numbers 1 and 2 and 3 if applicable.
- Security Clearance (for all types of screening identified within Section A): complete numbers 1 to 4 and 5 where applicable.
- Other: number 5 is used only where prior Treasury Board of Canada Secretariat approval has been obtained.

4. Section D (Review)

To be completed by authorized Departmental/Agency/Organizational Official who is responsible for ensuring the completion of sections A to C as requested.

5. Section E (Approval)

Authorized Departmental/Agency/Organizational Security Official refers to the individuals as determined by departments, agencies, and organizations that may verify reliability information and/or approve/not approve reliability status and/or security clearances. Approved Reliability Status and Level I, II and III, as well as the signature of the authorized security official or manager are added for Government of Canada use only. Applicants are to be briefed, acknowledge, and be provided with a copy of the "Security Screening Certificate and Briefing Form (TBS/SCT 330-47)".
Note: Private sector organizations do not have the authority to approve any level of security screening.

Photographs: Departments/Agencies/Organizations are responsible for ensuring that three colour photographs of passport size are attached to the form for the investigating agency. Maximum dimensions are 50mm x 70mm and minimum are 43mm x 54mm. The face length from chin to crown of head must be between 25mm x 35mm. The photographs must be signed by the applicant and an authorized security official. The photographs must have been taken within the last six months. It is required for new or upgrade Level III security clearances for identification of the applicant during the security screening investigation by the investigating agency. The investigating agency may in specific incidents request a photograph for a Level I or II clearances when an investigation is required.

- need copies of ID with
security clearance application -

PROVISION OF TWO PIECES OF IDENTIFICATION

PRIMARY (Foundational)

- one of which must be a copy of
 - birth certificate, OR
 - records of immigration, OR
 - records of citizenship, OR
 - records of naturalization, OR
 - permanent resident cards.

SECONDARY (Supporting)

- another federal or provincial identification, such as a copy of:
 - passport, OR
 - certificate of Indian status, OR
 - drivers licence, OR
 - health card, OR
 - marriage certificate
 - name change originating from a jurisdictional authority

(but not departmental issued identification card).

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Fingerprints for Employment with the Government of Canada

Dear applicant,

As part of the security screening process your fingerprints are required. Please pay special attention to the following instructions.

You must present this letter to the person who will be taking your fingerprints. There may be a fee for this service. You must provide two pieces of identification, issued by a provincial, territorial or federal government, and at least one of which must be photographic.

Your fingerprints may be taken electronically or with ink. (See **Service Providers** below)

- If taken with ink, you must mail the fingerprints to the address below.
- If the fingerprints are taken electronically, the service provider must identify in the system that the results are sent to the address below:

**ON 80230
Fisheries and Oceans Canada
National Coordinator, Security
4E163 - 200 Kent Street
Ottawa, ON K1A 0E6**

If the fingerprints are transmitted electronically, it is important that you retain your receipt and Document Control Number (DCN) for tracking purposes.

The information collected by Fisheries and Oceans Canada is in accordance with the Privacy Act Statement on your Personnel Screening, Consent and Authorization form.

Service Providers

You can have your fingerprints taken by one of the following service providers:

- **Local police service**
Although most police centres provide this service, it is recommended that you confirm with your local police service prior to your arrival.
- **Accredited fingerprinting companies**
To find a list of accredited fingerprinting companies, please visit: <http://www.rcmp-grc.gc.ca/en/who-can-conduct-criminal-record-check>.
- **DFO Personnel Security Services**
Individuals in the National Capital Region can have their fingerprints taken at 200 Kent Street, Ottawa, ON. For an appointment, please email: Personnel_Security.XNCR@dfo-mpo.gc.ca.

Yours truly,

National Coordinator, Security
613-990-8273