

# National Project Management Office, Ottawa Contractor/Consultant Information Sheet

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PLEASE PRINT LEGIBLY / ALL INFORMATION MUST BE PROVIDED

<b>CONTRACTORS/CONSULTANTS MUST PROVIDE THE FOLLOWING INFORMATION:</b>
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1. Your Complete Legal Name: <i>(First/Middle or "no Middle Name"/ Last Name)</i>	
2. Name of Company That You Work For:	
3. Company Telephone Number:	
4. Project That You Are Working On: <i>(Name of Project/Building/City/Province)</i>	NAOF Project (AUDIOVISUAL PORTION) – Construction of Niagara Office Administration Facility, Niagara on the Lake, Ontario  SRCL No.: 2012-1114045
5. Access Period (Start & End Dates): <i>(If exact dates unknown, estimate start &amp; end dates)</i>	

**EMPLOYER TO REVIEW (not employee applicant of this form), COMPLETE AND SIGN:**

In order to comply with Federal Government policies and guidelines, in relation to the collection of personal information, the employer requesting the security checks must be satisfied that he/she can confirm the identity of the applicant.

*The employer MUST ("employer" is your supervisor or a colleague of the company that you are employed by):*

- 1) Request that their employees attend in person and provided two pieces of Identification.
- 2) ID MUST include full date of birth and name of the individual ie, Driver's Licence - Birth Certificate, Passport, Firearms Licence. (One piece of ID must include the photograph and if using the Drivers Licence copy both the photo portion as well as the signature portion.)
- 3) If the employee has changed his/her name, ID MUST be provided with both the current as well as past names.

Type of ID: 1) \_\_\_\_\_ Number \_\_\_\_\_

2) \_\_\_\_\_ Number \_\_\_\_\_

Employers Name: \_\_\_\_\_  
(First Name and Last Name)

Employers Signature: \_\_\_\_\_

Date of signature: \_\_\_\_\_

**ALL Reliability Status (RRS) Clearance Applicant:**

*The following forms must be completed by each RRS applicant (no information can be missing / all information must be provided):*

1. Contractor/ Consultant Information Sheet
2. Form TBS 330-23E
3. Form TBS 330-23E Residence\_Additional Info (if applicable)
4. Form TBS 330-60E

*Thereafter, the above noted 'original' (no photocopies) completed forms must be attached to the following documents:*

<b>CONTRACTORS/CONSULTANTS MUST PROVIDE PHOTOCOPIES OF:</b>	
<b>I HAVE ATTACHED THE FOLLOWING DOCUMENTS TO THE ABOVE NOTED FORMS:</b>	<b>YES / NO</b>
<b>1. Driver's License</b> (a clear copy of both the front and back of the document on the same page, certified to be a true copy by their supervisor or colleague). <i>Note:</i> If you do not have a Driver's License, please provide other government issued photo identification (passport, treaty card). Note: the photo must be clear.	
<b>2. Birth Certificate</b> (a clear copy of both the front and back of the document on one page, certified to be a true copy by their supervisor or colleague). <b>DOCUMENT MUST BE PROVIDED FOR RRS CLEARANCES – NO ALTERNATE DOCUMENTS.</b>	
<b>3. Canadian Citizenship (if applicable)</b> (a clear copy of both the front and back of the document on one page, certified to be a true copy by their supervisor or colleague).	
<b>4. Two sets of Fingerprints</b> ("Digital" style) – must be obtained from a Corp of Commissionaires office or a police agency, using Form C216C.	
<b>5. Completed Pre-Interview Questionnaire</b> – Placed in a sealed envelope with the following written on the front of the sealed envelope: <p style="text-align: center;"><b>"Pre-Interview Questionnaire completed by"</b>  <b>"Applicant's First Name and Last Name"</b></p>	

**CONTRACTORS / CONSULTANTS - PLEASE NOTE THE FOLLOWING:**

Should an Access tag/card be issued to you, please note the following;

- 1) You are the sole user of the access tag and it must be visibly worn while working on the site.
- 2) The access tag is non-transferrable / cannot be used while working on projects other than the projects it was issued for.
- 3) The access tag **must be returned** to the issuing office or site foreman (if approved) at the end of each day.
- 4) No access to areas that you have not been cleared will be allowed and if found in these areas your clearance will be revoked and you will be removed from the site.

Employee Signature:	Signed on Date:
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