

Government Gouvernement of Canada du Canada

SECURITY CLEARANCE FORM

	OFFICE USE ONLY		
Reference number	Department number	File number	

PROTECTED (When completed)

The Privacy Act Statement

The information on this form is required for the purpose of providing a security 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. 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 PIB SIS PPU 005 (Security Assessments/Advice).

Please typewrite or print in block letters.

NOTE: Level I and II must complete sections A to J inclusive and P. Level III must complete <u>all</u> sections.

A	ADMINISTRATIVE INFORMATION (To be a	ompleted by Departme	ent/Agency/Organ	ization)							
	New Upgrade	Supplemental	Level	I (CON	FIDENTIAL)	III (TOP	SECRE	T)			
	Update Transfer	Re-activation		II (SEC	RET)	other					
De	partment/Agency/Organization		ID number/PRI/Rank	and Service nun	nber	Organization	number	-			
		(if applicab	le)								
	DIOODADUICAL INFORMATION (To be as										
B	BIOGRAPHICAL INFORMATION (To be co Surname (Last name)	2. Full given names (no ini		le usual name u	ised	3. Family nar	ne at hii	rth			
						o. r anny na					
4.	All other names used (i.e. Nickname)	I	5. Sex			6. Date of		Y		N	D
			Male	Female		birth	1				1
7.	Place of birth (city)	Province/State				Country					
					_						
8.	Name change (other than marriage)	From				То					
0					_	10 Mathead (<u>.</u>			
9.	Place of change (city, province or state, and country)					10. Method (a	autrionity)			
С	SECURITY SCREENING										
	Have you previously	If yes, give name of de	epartment/agency/org	anization, and th	ne year and I	evel of clearanc	э.			Y	
	of Canada security Yes No screening form?								Í		I
D	MARITAL STATUS/COMMON-LAW PARTN	ERSHIP									
	Married Common-Law Partnership	Separated	Widowed	Dive	orced	Single					
	A) CURRENT SPOUSE/COMMON-LAW PARTNEF	: Surname, given names	B) Maiden Name (if	applicable)	C) Present	citizenship of cu	rrent sp	ouse/c	ommor	I-law p	artner
		_				·				-	
	D) Date of marriage/ Y M D E) City, province or state, and country of marriage/common-law part										
	partnership F) City, province or state, and country of birth						G) Date of Y M D				D
1						G) Date of birth	I				I
	H) Present address (apartment number, street numb state and country)	 If separa widowed 	ted, or divorced,		Y	1	M	D			
		specify d									
	J) Name and address of employer (job title)										
	A) PREVIOUS SPOUSE/COMMON-LAW PARTNE	R: Surname, given names (cover only the past fiv	e years)	B) Present	citizenship of fo	mer sp	ouse/co	ommon	-law pa	artner
		i									
	C) Date of marriage/ Y M common-law	D D) City, province o	D) City, province or state, and country of marriage/common-law part								
2	2 partnership partnership E) Date of divorce/ Y M D F) City, province or state, and country of divorce										
	separation/ deceased										
	G) Country of Birth (if known)					H) Date of		Y	1	N	D
						birth					
Ε	IMMEDIATE RELATIVES (including those	iving outside Canada)	(see instructions)							
NC	DTE: Do not use initials	· · · · · · · · · · · · · · · · · · ·									
	A) Full name (surname and all given names, includin	ig maiden name)				B) Relationship					
	C) City, province or state, and country of birth					D) Date of Y M D					D
1						birth					
'	E) Present address (apartment number, street numb country)	er, street name, civic numbe	er (if applicable), city,	province or state	e and	F) Date of death		Y	N	N	D
	G) Name and address of employer					(if applicable) H) Job title					
	a, mane and address of employer										

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		C) City, province or state, and country of birth	D) Date of
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H		E (there should		g the last 10 years,	starting with the m	ost curre	ont (Ru	ral addr	ess to inclu	le lot and	civic r	umber)		
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	number					(if a	(if applicable)			~ 	М	prese	nt	
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5	City		1	Province or state	Postal code	Cou	untry		Telepł	ione numbe	r r			
									()				
I	EMPLOYM	ENT (last 10 yea	ars) (see inst	ructions for self-em	nployed and consul	ltants) (th	ere sho	uld be r	no gaps)					
Wo	uld your emplo	yment be jeopardiz	ed if your curre	nt supervisor, below, is o	contacted?	Yes	Γ	No						
lf ye	s, provide the	name of an alterna	te employment	contact and telephone n	umber.		-							
We	e you dismiss	ed or asked to resig	gn from any pos	ition(s) as listed below?		Yes	[No						
lf ye	s, give name	of employer, super	visor, and date.											
Nar	ne of employe	r		Supervisor			Position	ı title			Date	Y	М	
	A) Name of a	mplovor do not us	o initials (dopar	tment/organization/agen	nov if applicable)		B) / / / /							
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1	D) Job title/D													
	D) JOD lille/D	escription					E) Rann	and serv	vice number (if a	applicable)				
	F) Supervisor	's name in full							G) Supervise	or's telephor	ne numb	er		
							I	1	()				
	A) Name of e	mployer - do not us	e initials (depar	tment/organization/agen	icy, if applicable)		B) From		Y N	То		Y	М	
	C) Job-site a	ddress (street numb	per, street name	, city, province or state a	and country)									
2							1							
	D) Job title/D	escription					E) Rank	and serv	vice number (if a	applicable)				
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3	D) Job title/Description E) Rank and service number (if applicable)													
	F) Superviso	's name in full							G) Supervis	or's telephor	ne numb	er		
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	C) Job-site a	ddress (street numb	per, street name	, city, province or state a	and country)									
4	D) Job title/D	escription					E) Rank	and serv	vice number (if a	applicable)				
	<u></u>													
	⊢) Supervisor	's name in full							G) Supervise	or's telephor	ie numb	er		
									1)				

					_	PROTECTED (When completed)				
Sur	name and full given names				Date of birth	Y M D				
J	FOREIGN EMPLOYMENT									
1. A a	J DONNEGNERATION 1. Are you now or have you <u>ever</u> been employed by or acted as a consultant for a foreign government, firm, or agency? If yes, give details (country, organization, nature of work and dates) Include military (cadets), law enforcement and security intelligence employment									
	Yes No									
SE	CTIONS "K" TO "O" MUST ALSO BE CO	MPLETED FOR LE	VEL III ONLY							
Κ	TRAVEL									
Lis	t countries visited within the last five ye Country	ears for personal tra	avel and/or non-Governmen Purpose	nt business	, other than Canada, From	the USA and Mexico.				
	Country		i upose		Y	M Y M				
	FOREIGN ASSETS you have any business, financial or personal asse	ets If yes, list the re	elevant countries (exclude stocks	and mutual fur	nds purchased in Canada)				
out	side Canada?									
	Yes No									
			A							
M	CHARACTER REFERENCES IN CANAD three character references (non-family members		·							
	Name in full (no initials)			Rela	ationship	Period known				
	Complete home address					Telephone Number				
1	Complete nome address									
	Complete title and business address					Business Telephone Number				
	Name in full (no initials)		Rela	ationship	Period known					
	Complete home address					Telephone Number				
2						()				
	Complete title and business address					Business Telephone Number				
						()				
	Name in full (no initials)			Rela	ationship	Period known				
	Complete home address					Telephone Number				
3	Complete title and business address					()				
						Business Telephone Number				
Nei	ghbourhood reference (see instructions)					()				
	me in full (no initials)					Telephone Number				
						()				
Co	nplete home address					Business Telephone Number				
N 1. 1	EDUCATION Jame of the last school or university you attended	2. Student ID number	r 3. Location of institution		4. Period of attendance					
	ull time	(if known)			From Y	M To Y M				
5. F	ield of study (Diploma or degree obtained)									
	MILITARY SERVICE			4						
Mil	Military service in the Canadian Armed Forces: Regular, Reserves and Sea, Army and Air Cadets (from the period since your 16th birthday).									
1.1	lame and last location	2. Rank and Service	no.	3. Period of	service					
				From	у м ттт Гт					
P	CERTIFICATION	(h				h - 11 - 6				
	ereby certify that the information set ou Signature	τ by me in this docι	ament is true and correct to 2. Date		f my knowledge and phone (Home)	belief. 3. Telephone (Business)				
	J			D ()					
	811 MEAN									
	ALL INFOR	WATION SUPPLIE	ED IS SUBJECT TO VERI	LICATION	DINVESIGAIL	//N				



Government Gouvernement of Canada du Canada

INSTRUCTIONS FOR COMPLETION OF SECURITY CLEARANCE FORM TBS/SCT 330-60E (Rev. 2006-02)

General:

- Once completed this form shall be safeguarded and handled at the level of PROTECTED A.
- If clarification of information is required, a Canadian Government Official may contact the applicant to obtain additional
- information in order to complete the security screening investigation and an interview of the applicant may be requested.
- This form is to be completed using an automated system or if not available using a typewriter or printing in block letter format in black ink.
- Please read and follow these instructions carefully.
- The original signed copy must be submitted.
- It is important that a copy of the completed questionnaire be retained by the applicant for future reference.
- Incomplete or illegible forms will NOT be considered.
- All names are to be in full (no initials) (Maternal and Paternal or other names used).
- Addresses are to include, where applicable civic or township name and the lot and concession numbers.
- If information is not known or is unavailable please indicate this on the form and on a separate sheet of paper explain the cause of circumstance.
- All dates are to be entered in order of YEAR, MONTH, and DAY as applicable.
- If space allotted in any portion is insufficient please use separate sheet using same format.

Detailed Instructions:

SECTION A

- To be completed by the department, agency or organization.
- "Other" This should be used to identify if the security screening is for Site Access, NATO, SIGINT etc.

SECTION B (Remainder of the form is to be completed by the applicant)

- Complete as requested.

SECTION C

- Complete as requested.

SECTION D

"common-law partner" - in relation to an applicant, means a person who is cohabiting with the individual in a conjugal relationship, having so cohabited for a period of at least one year. This includes persons of the same sex.

- 1. includes current spouse and common-law partner as applicable.
- If any person is deceased, date of death and last address while living are to be shown.
- 2. includes previous spouse and common-law partner as applicable during the last five years.
- If a person is deceased, date of death is to be shown in 2e.
- All other questions to be answered as set forth.

SECTION E

- Questions 1 to 8 experience has shown that incomplete answers to these questions are the most common cause of delay. Please follow the instructions carefully.
- For all security clearance requests all Immediate Relative(s) information must be provided.
- Immediate family includes the following:
- All children 18 years and over that you or your spouse or common-law partner have a parental relationship.
- Your father, mother, brothers, sisters. Include "half" or "step" relatives in this category.
- Your current spouse's or common-law partner's father and mother. Include "half" or "step" relatives in this category.

If any person is deceased, date of death and last address while living are to be shown.

SECTION F

- 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.

SECTION G

- If a naturalized Canadian, it is important to show the certificate number, date of issue. Attach a photocopy of the certificate.
- If born abroad of Canadian parents, please provide a copy of your Certificate of Registration of Birth Abroad.
- If not a Canadian Citizen indicate if application has been made for Citizenship. In this case, passport or identity card number and particulars should be recorded in box "6". Please provide copy of Immigrant Visa or Record of Landing documentation.
- Questions 5 and 6 Attach a separate sheet of paper if more space is required. Each sheet must be signed.

SECTION H

- As set forth, ensuring current address is recorded first.
- The Postal code is mandatory for the current address, and if known, for previous addresses.
- For rural area, include civic number or lot, concession and township number.

SECTION I

- Record your present employment first.
- Please note that it may be necessary to contact your present employer.
- Time at school and periods of unemployment are also to be shown; (as well as, secondments, educational leave, and courses of over six months' duration; include supervisor or colleague's name).
- Job-site address is the address where your work is performed and may be different from your employer's address.

NOTE: If you are self-employed or a consultant, or have been self-employed or a consultant, provide the following:

- a) Name of employer give your business name; if not applicable, give your name;
- b) No change;
- c) Job-site address give your permanent business address; if not applicable, give your residence address;
- d) No change;
- e) No change;
- f) Supervisor's name give a name of a person who can verify your employment;
- g) No change.

SECTION J

- Is related to determining past employment of security concern. A security official may ask for further details.

SECTION K

- Travel record is for less than six months, if more than this period it is to be recorded as residence in part "H".
- One day visits to countries, such as cruise stopover, do not have to be recorded.
- A security official may ask for details of travel.
- An employee or contractor on Canadian Government business is not required to record details of travel in this section.

SECTION L

- A security official may ask for details in terms of the type of assets and estimated value.

SECTION M

- Character references must be colleagues, peers, and friends who have known you well for over three years and should be able to cover your non-work environment and activities.
- Character references are NOT to include relatives and MUST be residing in Canada.
- Faster processing is facilitated if references listed are in your geographic area.
- Neighbourhood reference is an individual who has known you for over six months preferably at your current address. If not, the individual has been a neighbour during the past five years.

SECTION N

- Complete as requested.

SECTION O

- Question to be answered if not covered in employment section. List last or current unit and dates of total service in the Canadian Armed Forces.
- If more space is required use a separate sheet of paper. Each sheet must be signed.

SECTION P

- Complete as requested.

SUPPLEMENTAL INFORMATION REQUIREMENTS

Persons who have previously completed a SECURITY CLEARANCE and subsequently marry, remarry or commence a common-law partnership are required to submit an original Security Clearance Form with the following parts completed:

For all Security Clearances

- Part A As set forth in each question
- Part B As set forth in each question
- Part C As set forth in each question
- Part D As set forth in each question
- Part E Provide details on parents of new spouse/common-law partner and any children (over the age of 18 years) of the new spouse/common-law partner
- Part P To be signed by person submitting the form
- <u>Note:</u> In addition to the above, in those cases where an individual marries or commences a common-law partnership with a Non-Canadian National or Landed Immigrant who has not yet arrived in Canada, the following information is required:

Parts A-D As set forth in each question

- Part E Parents of new spouse/common-law partner, brothers, sisters (include "half and
- "step" relatives) and any children (over the age of 18 years) of the new spouse/common-law partner Part H - For new spouse/common-law partnership
- Part I For new spouse/common-law partnership
- Part P To be signed by person submitting the form

CYCLICAL UPDATE REQUIREMENTS

- Levels I+II (10 year update). Complete all portions of the form as per instructions above.

- Level III (5 year update cycle)

With the exceptions of Parts H and I, where the information required is that which covers the period of time since the last submission of a questionnaire, **ALL OTHER** parts of the questionnaire must be completed **IN FULL**.

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