

RCMP Clearance Requirements (Law Enforcement Checks)

- .1 All personnel engaged in the execution of the work on the project shall have at a minimum, the requisite RCMP Reliability (RRS) clearance. Execution of the work includes access to RCMP protected and/or classified information (ie. RCMP Fit-Up Standards) and/or access to an interior of an RCMP occupied and/or unoccupied building.
- .2 Upon issuance of contract award, the Consultant shall prepare and submit the following attached requisite forms and documents for an RRS clearance, for each Consultant employee and sub-consultant employee to be engaged in the work:
 - a.) Contractor/Consultant Information Sheet
 - b.) TBS 330-23e
 - c.) TBS 330-60e
 - d.) Security/Reliability Interview Pre-Interview Questionnaire
 - e.) Valid government issued photo identification:
 - i. Photocopy of front and back of document (photo must be clear). Examples of government issued photo identification include Driver's License, Passport or Treaty card.
 - ii. Photocopy of front and back of document must be "certified to be a true copy" by another individual other than the applicant (does not have to be a Notary Public / Commissioner of Oaths).
 - f.) Birth certificate:
 - i. Photocopy of front and back of document (copy must be clear).
 - ii. Photocopy of front and back of document must be "certified to be a true copy" by another individual other than the applicant (does not have to be a Notary Public / Commissioner of Oaths).
 - g.) Two sets of "roll and ink" style fingerprints on Form C-216C (Consultant cost): Fingerprints must be taken/obtained from a Corp of Commissioners office.
 - h.) Two passport size photographs (Consultant cost).
- .3 In addition to the requirements noted in .2 above, Consultant employees and sub-consultant employees must undertake the following additional clearance requirements to obtain the RCMP Reliability Status clearance:
 - a.) Undertaking of a Reliability interview.
- .4 To eliminate delays in the clearance process, all clearance forms/documents completed by the Consultant's employees and sub-consultant employees must be reviewed by the Consultant to ensure that all requested information has been provided, prior to submitting documents to the RCMP (note: excluding the Security/Reliability Interview Pre-Interview Questionnaire - applicant to place the fully completed document in sealed envelope for review by the RCMP only). The RCMP will not be responsible for reviewing for accuracy and/or completing any portion of the clearance forms/documents for Consultant's employees and sub-consultant employees. Incomplete forms will be returned to the Consultant for completion.
- .5 The Consultant should batch the fully completed submissions, based on priority work and allow for a "minimum" forty (40) working days processing time for the review to occur (from the date the "fully completed" documents are received by the RCMP).

RCMP Reliability Status (RRS) clearance Applicants:

1. Documents noted in the box below must be provided with your RRS clearance application
2. RRS Clearance Forms to be completed for RRS clearances:
 - a) Contractor/ Consultant Information Sheet
 - b) Form TBS 330-23E
 - c) Form TBS 330-60E &
 - d) Security/Reliability Pre-Interview Questionnaire)

CONTRACTORS/CONSULTANTS MUST PROVIDE PHOTOCOPIES OF:	
I HAVE ATTACHED THE FOLLOWING DOCUMENTS TO THE ABOVE NOTED RRS CLEARANCE FORMS:	YES / NO
1. Driver's License (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). <i>Note:</i> the photo must be clear.	
2. Birth Certificate (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). DOCUMENT MUST BE PROVIDED FOR RRS CLEARANCES – NO ALTERNATE DOCUMENTS.	
3. Two current Passport Style Colour Photographs (do not have to be certified)	
4. Two sets of Fingerprints ("Roll and Ink" style) – must be obtained from a Corp of Commissionaires office.	

PLEASE CHECK WITH THE GENERAL CONSULTANT/CONTRACTOR IF YOU ARE UNSURE WHAT LEVEL OF SECURITY CLEARANCE YOU SHOULD BE APPLYING FOR.



**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.) _____

Justification for security screening requirement

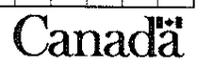
Position/Competition/Contract number	Title	Group/Level (Rank if applicable)	
Employee ID number/PRI/Rank and Service number (if applicable)	If term or contract, indicate duration period	From	To
Name and address of department / organization / agency	Name of official	Telephone number ()	Facsimile number ()

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 <input type="checkbox"/> Male <input type="checkbox"/> 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?			<input type="checkbox"/> Yes <input type="checkbox"/> 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?		<input 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)		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)

Checks Required (See Instructions)	Applicant's initials	Name of official (print)	Official's initials	Official's Telephone number
1. <input type="checkbox"/> Date of birth, address, education, professional qualifications, employment history, personal character references				()
2. <input type="checkbox"/> Criminal record check				()
3. <input type="checkbox"/> Credit check (financial assessment, including credit records check)				()
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 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	Telephone number
Address	Facsimile number

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)

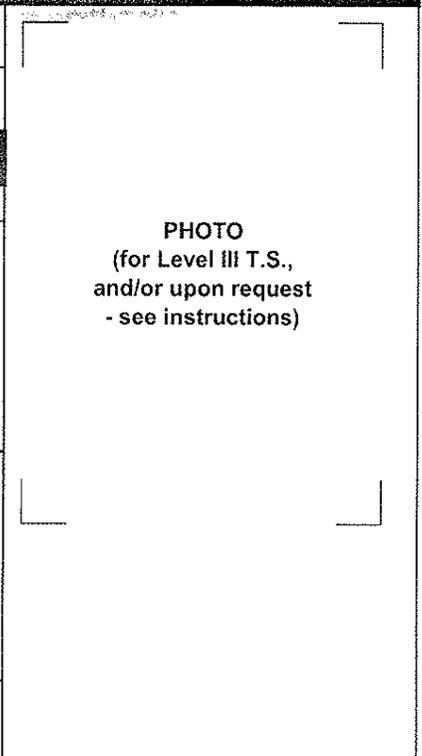
Security Clearance (if applicable)

Level I Level II Level III Not recommended

Name and title

Signature _____
Date (Y/M/D)

Comments





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.

**ADDITIONAL INSTRUCTIONS FOR COMPLETION OF
GOVERNMENT OF CANADA PERSONNEL SCREENING, CONSENT AND
AUTHORIZATION FORM (Form No. TBS 330-23E)**

NOTE:

All information requested on TBS 330-23E **MUST** be provided (do not leave any “blanks”, provide partial information, and do not use any abbreviations - ie. CA for Canada).

Failure to provide requested information will result in forms being returned to applicants.

Page 1 of Form:

Section A. Administrative Information.: Do not complete (completed by the RCMP).

Section B. Biographical Info.: *To be completed by applicant:*

1. Surname: Your Last Name that you currently use – ie. “Smith”
2. Full Given Names (no initials):
 - a. Your First Name and Middle Name (s) ie. “Cameron John”
**If you do not have a middle name, state “no middle name” on the form.
**Circle or underline your usual name used (whether you go by your first name or middle name).
3. Family Name at Birth: Your Last Name when you were born - ie. “Smith” (do not include “Same”)
4. All other names used: Abbreviation(s) of name(s) used (ie. “Dave”/David, “Charlie”/Charles) or nicknames.
5. Sex: Place “x” in box beside male or female.
6. Date of Birth: provide the Year, Month and Day you were born ie. 2012-01-01 (must provide all in this format)
7. Country of Birth: - the Country that you were born in ie. Canada (no abbreviations such as “CA”)
8. Date of entry into Canada if born outside Canada: - ie. 2012-01-01 (Year, Month, Day format)
9. Daytime telephone number: Your telephone number that the RCMP can reach you at in the daytime, including your area code.
10. E-mail address: Your e-mail address at work, or if you do not have one at work, your home e-mail address.
11. Residence(s): provide addresses where you have permanently or temporarily resided for the last **five years**, starting with the most current home address. Must be consecutive dates – no breaks in time periods.
**Do not fill in address in grey/shaded area beside “Home address”; fill in current address in the boxes under “Home address”.
 - a. Apartment Number - fill in if you have one; if you do not live in an apartment, leave blank.
 - b. Street Number – your house number ie. “421”
 - c. Street Name – ie. “Smith Street/George Avenue; or “4th Street” if no name (no abbreviations)
If you do not have a street address or you live on a farm/acreage, please provide your legal land descriptions (ie. SW-30-23-45-W4th) – **NO POST OFFICE BOX NUMBERS.

**ADDITIONAL INSTRUCTIONS FOR COMPLETION OF
GOVERNMENT OF CANADA PERSONNEL SCREENING, CONSENT AND
AUTHORIZATION FORM (Form No. TBS 330-23E)**

- d. From – the year and month that you moved to your current / previous residence(s);
**If you cannot recall the month, please state above the M – “unknown”
- e. To – “Present” or the year and month that you moved/vacated your previous residences (not current residence).
- f. City – the name of the city or town that you currently and previously resided in.
- g. Province or State – the name of the province or state that you currently and previously resided in (no abbreviations ie. “AB” or “SK”).
- h. Postal Code – your current and previous postal codes.
- i. Country – the name of the country that you currently and previously resided in (no abbreviations).
- j. Telephone Number – your current and previous home telephone numbers, including area code.
- Note: i. If you do not have enough space on the attached form to list all addresses for the last five years, please use the attached form titled “TBS 330-23E Residence Additional Info”.
- ii. You must include your “Surname” and Date of Birth at the top of the page as requested.
- **NO POST OFFICE BOX NUMBERS;**
- **DATES MUST BE CONSECUTIVE–NO BREAKS IN TIME PERIODS (as stated in 11.)**

12. Have you previously completed a Government of Canada security screening form?:
- a. “No” or
- b. “Yes” – if “Yes”, please provide details. If you cannot recall some or all of the details (ie. year of screening, state “cannot recall”).

13. Criminal Convictions:
- a. “No” OR
- b. “Yes” - if “Yes”, please provide details. If you cannot recall some or all of the details (ie. date of conviction, state “cannot recall”).

Page 2 of Form:

Top of Page 2: To be completed by applicant:

1. Surname (your last name) followed by a comma – ie. Smith,
2. Full given names – your first name and then your middle name
**If you do not have a middle name, state “no middle name” on the form.
**Circle or underline your usual name used (ie. whether you go by your first name or middle name).
3. Date of birth - provide – Year, Month, Day ie. 2012-01-01 (must provide all in this format / no blanks)

Section C. Consent and Verification: To be completed by applicant:

1. Initial under “Applicant’s Initials” column – **numbers 1. to 5. (you must initial all boxes-1 to 5).**
2. Read the Privacy Act Statement and sign above “Signature” and “Date (Y/M/D)”

Section D. Review: do not complete (completed by RCMP)

Section E. Approval: do not complete (completed by RCMP)

NOTE: RCMP FACILITIES ACCESS LEVEL 2 CLEARANCE – Photographs ARE NOT required.
RCMP “RELIABILITY STATUS CLEARANCES” – Photographs ARE required.

Updated May 8, 2012

SAMPLE OF COMPLETED DOCUMENT

1 of 3



Government of Canada / Gouvernement du Canada

PROTECTED (when completed)

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)

<input type="checkbox"/> New <input type="checkbox"/> Update <input type="checkbox"/> Upgrade <input type="checkbox"/> Transfer <input type="checkbox"/> Supplemental <input type="checkbox"/> Re-activation					
The requested level of reliability/security check(s)					
<input type="checkbox"/> Reliability Status <input type="checkbox"/> Level I (CONFIDENTIAL) <input type="checkbox"/> Level II (SECRET) <input type="checkbox"/> Level III (TOP SECRET)					
<input type="checkbox"/> Other _____					
PARTICULARS OF APPOINTMENT/ASSIGNMENT/CONTRACT					
<input type="checkbox"/> Indeterminate <input type="checkbox"/> Term <input type="checkbox"/> Contract <input type="checkbox"/> Industry <input type="checkbox"/> Other (specify secondment, assignment, etc.) _____					
Justification for security screening requirement					
Position/Competition/Contract number		Title		Group/Level (Rank if applicable)	
Employee ID number/PRI/Rank and Service number (if applicable)		If term or contract, indicate duration period		From	To
Name and address of department / organization / agency		Name of official		Telephone number	Facsimile number

B BIOGRAPHICAL INFORMATION (To be completed by the applicant)

Surname (Last name) SMITH		Full given names (no initials) underline or circle usual name used <u>John</u> (nomiddle name)		Family name at birth SMITH	
All other names used (i.e. Nickname) Johnny		Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth Y M D 11/9/60	Country of birth CANADA	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 (306) 201-1433		E-mail address JSmith@telus.net	
1	Apartment number	Street number 1257	Street name Cooper Avenue	Civic number (if applicable)	From To Y M present 2011001
	City PEACE RIVER	Province or state ALBERTA	Postal code T63 2X9	Country CANADA	Telephone number (780) 261-1493
2	Apartment number	Street number 12-13-57-W2	Street name	Civic number (if applicable)	From To Y M Y M 200903 2011001
	City GRAND CACHE	Province or state ALBERTA	Postal code T0G 7X3	Country CANADA	Telephone number (780) 234-2102
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. CORRECTIONAL SERVICES CANADA 2011	
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?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Charge(s) DRIVING UNDER THE INFLUENCE OF ALCOHOL			Name of police force EDMONTON POLICE SERVICE		City EDMONTON
Province/State ALBERTA		Country CANADA		Date of conviction Y M D 20110201	

Surname **SMITH, John (no middle name)** Date of birth **1960-01-27**

RESIDENCE (Additional Information)

3	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		
4	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		
5	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		
6	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		
7	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		
8	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		
9	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		
10	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		
11	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		
12	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		
13	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		



INSTRUCTIONS FOR PERSONNEL SCREENING CONSENT AND AUTHORIZATION FORM TBS/SCT 330-23E (Rev. 2002/02)

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.

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. -> attached "Residence (Additional Information) Form."

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. Hereafter sign the separate attached sheet of paper.
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 NFLD., 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". - Box 1-5

The official who carried out the verification of the information will print their name, insert their initials and telephone number in the required space. (Rem Employee only)
- 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.

ENSURE ATTACHED "ADDITIONAL INSTRUCTIONS" ARE REVIEWED/FOLLOWED (more detailed information on how to complete TBS 330-23E)

Surname	Date of birth
---------	---------------

RESIDENCE (Additional Information)

3	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	
4	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	
5	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	
6	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	
7	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	
8	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	
9	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	
10	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	
11	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	
12	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	
13	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	

INSTRUCTIONS FOR COMPLETION OF GOVERNMENT OF CANADA SECURITY CLEARANCE FORM (Form No. TBS 330-60E)

Listed below are instructions for completion of the TBS 330-60E. In addition to reviewing the notes below, please review the "Government of Canada Instructions For Completion of Security Clearance Form".

NOTE:

1. All information requested on Form TBS 330-60E MUST be provided (ie. do not leave any "blanks").
2. Failure to provide ALL requested information will result in forms being returned to the General Contractor or General Consultant (as per contract specifications).
3. PLEASE NOTE: NO ABBREVIATIONS ARE TO BE USED ON THIS FORM (ie. "CA" for Canada, "AB" for Alberta etc.)

Page 1 of Form:

Section A. Administrative Info.: do not complete (to be completed by RCMP)

Section B. Biographical Info.: *To be completed by applicant:*

1. Surname: Your Last Name that you currently use – ie. "Smith"
2. Full given names: (no initials):
 - a. Your First Name and Middle Name (s) ie. "Cameron John"
 **If you do not have a middle name, state "no middle name" on the form.
 **Circle or underline your usual name used (whether you go by your first name or middle name).
3. Family Name at birth: Your Last Name when you were born - ie. "Smith" (do not include "Same")
4. All other names used: Abbreviation(s) of name(s) used (ie. "Dave"/David, "Charlie"/Charles) or Nicknames.
5. Sex: Place "x" in box beside male or female
6. Date of Birth: provide the Year, Month and Day you were born ie. 2012-01-01 (must provide all in this format)
7. a.) Place of Birth: the city or town or village that you were born in.
 b.) Province/State: the province or state that you were born in (no abbreviations)
 c.) Country: the country that you were born in (no abbreviations)
8. Name Change (other than marriage): your former surname and/or first, middle name(s) and the "From" and "To" dates of your name change (2012-01 (Month) – 01 (Day) format).
9. Place of change: City, province or state and country where your name was changed.
10. Method: Authority that authorized your name change ie. Alberta Vital Statistics

INSTRUCTIONS FOR COMPLETION OF GOVERNMENT OF CANADA SECURITY CLEARANCE FORM (Form No. TBS 330-60E)

Section C. Security Screening: To be completed by applicant

1. Have you previously completed a Government of Canada security screening form?:
 - a. "No" or
 - b. "Yes" – if "Yes", please provide details. If you cannot recall some or all of the details (ie. year of screening, state "cannot recall").

Section D. Marital Status/Common-Law Partnership: To be completed by applicant:

- Current Status: current marital status – check off applicable box.
1. Current Spouse or common-law partner:
 - a. Surname, First and Middle Name (use format : ie. SMITH, Judy Carol)
 - **Circle usual first name used;
 - **If no middle name, state "no middle name" on the form.
 - b. Maiden Name; if no maiden name, state "none".
 - c. Present Citizenship of current spouse/common-law partner ie. "Canadian"
 - d. Date of marriage/common-law partnership: Year-Month-Day format (ie. 2012-01-01)
 - e. City, province or state, and country of marriage/common-law partnership (ie. Regina, Saskatchewan, Canada) – no abbreviations.
 - f. City, province or state, and country of birth: of your spouse/common-law partner (ie. Regina, Saskatchewan, Canada) – no abbreviations.
 - g. Date of Birth: of your spouse/common-law partner – Year-Month-Day format
 - h. Present Address: Apartment number, street number, street name, city, province or state, and country (Do not abbreviate province and country)
 - If address is not a street address, you must provide a legal land description for rural addresses (ie. SW-12-13-33-W1), followed by RM/County/Town (ie. RM of Sherwood, County of Smith, Lumsden etc, followed by Province and Country (no abbreviations).
 - **Do not provide any Post Office Box No's** – need physical address of residence / not where your mail is forwarded to (PO Box no.).
 - i. If separated, widowed or divorced, specify date: Year-Month-Day format (ie. 2012-01-01)
 - j. Name and address of employer (job title): Include the following:
 - Name of Company that your spouse is employed by – ie. "Smith's Plumbing
 - Complete Street Address or Legal Land Description of Company that your spouse is employed by – ie. 245 – 7 Street, Regina, Saskatchewan, Canada (do not abbreviate province and country)
 - **Do not provide any Post Office Box No's** – need physical address of residence / not where your mail is forwarded to (PO Box no.).
 - Job Title of your spouse (ie. Financial Officer).

INSTRUCTIONS FOR COMPLETION OF GOVERNMENT OF CANADA SECURITY CLEARANCE FORM (Form No. TBS 330-60E)

2. Previous Spouse/Common-Law Partner:

- If no previous spouse/common-law partner, state “None”; if previous spouse/common-law partner:
 - a. Surname, First and Middle Name (use format: ie. SMITH, Judy Carol)
 - **Circle usual first name used;
 - **If no middle name, state “no middle name” on the form.
 - b. Present Citizenship of Former Spouse/Common-law partner: ie. “Canadian”
 - c. Date of marriage/common-law partnership: Year-Month-Day format (ie. 2012-01-01)
 - d. City, province or state, and country of marriage/common-law partnership: (ie. Regina, Saskatchewan, Canada) – no abbreviations.
 - e. Date of divorce/separation/deceased: Year-Month-Day format
 - f. City, province or state, and country of divorce: (ie. Regina, Saskatchewan, Canada) – no abbreviations.
 - g. Country of Birth (if known): of your former spouse/common-law partner – Year-Month-Day format
 - h. Date of Birth: of your former spouse/common-law partner – Year-Month-Day

Section E. Immediate Relatives: To be completed by applicant (Page 1 & continued on Page 2)

- a. Full Name: (Surname, First and Middle Name, including Maiden Name in brackets):
 - Circle usual first name used;
 - If no middle name, state “no middle name” on the form.
- b. Relationship: ie. son or daughter (if they are over 18 years of age), mother, father, brother, sister, mother-in-law or father-in-law.
- c. City, Province or State, and Country of Birth: of your immediate relative – ie. Regina, Saskatchewan, Canada (do not abbreviate province and country).
- d. Date of Birth: of your relative Year-Month-Day format
- e. Present address: where your relative currently resides as follows:
 - Apartment number, street number, street name, city, province or state, and country (Do not abbreviate province and country)
 - If address is not a street address, you must provide a legal land description for rural addresses (ie. SW-12-13-33-W1).
 - **Do not provide any Post Office Box No’s** – need physical address of residence / not where your mail is forwarded to (PO Box no.).
- f. Date of death (if applicable): Year-Month-Day format
- g. Name and address of employer: Include the following information:
 - Name of Company that your relative is employed by – ie. “Smith’s Plumbing”
 - Complete Street Address or Legal Land Description of Company that your spouse is employed by – ie. 245 – 7 Street, Regina, Saskatchewan, Canada (do not abbreviate province and country)
 - **Do not provide any Post Office Box No’s** – need physical address of residence / not where your mail is forwarded to (PO Box no.)
- h. Job Title: of your immediate relative (ie. Financial Officer)

INSTRUCTIONS FOR COMPLETION OF GOVERNMENT OF CANADA SECURITY CLEARANCE FORM (Form No. TBS 330-60E)

Page 2 of Form:

Top of Page: Surname, and full given names (First and Middle Names) – use this format.

Section F. Criminal Convictions In And Outside Canada: To be completed by applicant

- “No” OR
- “Yes” - if “Yes”, please provide details. If you cannot recall some or all of the details (ie. date of conviction, state “cannot recall”).

Section G. For Completion By Persons Born Outside Canada etc.: To be completed by applicant

- Only complete as requested if born outside of Canada OR born in Canada Holding Dual Citizenship.

Page 3 of Form:

Top of Page: Surname, and full given names (First and Middle Names) – use this format.

Section H. Residence (no gaps in date) : To be completed by applicant

- Include last TEN years of residences, starting with your current home address. If you do not have enough spaces to list residences from the past ten years on the attached form, photocopy this page and list additional residences (include your Surname, Full Given Names and Date of Birth at the top of each additional page).
 1. a. Apartment number, b. street number, c. street name, c. city, d. province or state, and e. country (Do not abbreviate province and country)
 - If address is not a street address, you must provide a legal land description for rural addresses (ie. SW-12-13-33-W1).
 - **Do not provide any Post Office Box No’s** – need physical address of residence / not where your mail is forwarded to (PO Box no.)
 2. From and To dates that you resided at each residence (Year and Month format); ****no gaps in dates****
****DATES MUST BE CONSECUTIVE–NO BREAKS IN TIME PERIODS as stated above.**

Section I. Employment: To be completed by applicant (Page 3 & continued on Page 4)

- Include last TEN years of employment, starting with your current employer. If you do not have enough spaces to list employment from the past ten years on the attached form, photocopy this page and list additional employers (include your Surname, Full Given Names and Date of Birth at the top of each additional page).
 1. Would your employment be jeopardized if your current supervisor, below, is contacted?: Check off applicable box – “Yes” or “No”.
 - If Yes, provide the name of an alternate employment contact and telephone number including:
 - a. First Name and Surname of Contact Person
 - b. Company Name that Contact Person is employed for
 - c. Telephone number including area code.

INSTRUCTIONS FOR COMPLETION OF GOVERNMENT OF CANADA SECURITY CLEARANCE FORM (Form No. TBS 330-60E)

2. Were you dismissed or asked to resign from any position(s) as listed below?: Check off applicable box – “Yes” or “No”.
- If Yes, give the name of employer, supervisor, and date:
 - a. Name of Employer: The Company Name
 - b. Supervisor: The person’s first name and surname
 - c. Position Title: Supervisor’s Title
 - d. Date: Year and Month Format – the date that you were dismissed/asked to resign.
3. Employment History (for the past 10 years):
- a. Name of Employer: The company name of your employer
 - b. From: The Year and Month that you started working for the specified employer & To: “present” or the date that you stopped working for the specified employer.
 - c. Job-Site Address: Street Number, Street Name, City, Province or state, and Country (no abbreviations for City, Province and/or Country) – **NO POST OFFICE BOX NO.’S, POSTAL CODES OR ABBREVIATIONS.**
 - d. Job Title/Description: Your Job Title or Description ie. “Consultant”
 - e. Rank and Service number (if applicable): if not applicable state “none”
 - f. Supervisor’s name in Full: First Name and Surname Name of Supervisor
 - g. Supervisor’s Telephone Number: Include area code in brackets.
- NOTE: there cannot be any gaps in dates; if you were unemployed for a short duration, include “unemployed” along with the “From and To” dates on the attached form – 10 years must be included on the form, even if you were “unemployed” or a “student”.**

Page 4 of Form:

Top of Page: Surname, and full given names (First and Middle Names) – use this format.

Section J. Foreign Employment: To be completed by applicant

1. Are you now or have you ever been employed by or acted as a consultant for a foreign government, firm, or agency?: Check of a box: “Yes” or “No”.
2. If yes, give details: Country, organization, nature of work and dates); include military (cadets), law enforcement and security intelligence employment.

Section K. Travel: To be completed by applicant (you must complete for an RRS clearance)

1. If you have not visited within the last five years for personal travel and/or non-Government business, other than Canada, the USA and Mexico, state “None”.
2. If you have, include: Country, Purpose of Travel and “From” and “To” dates (year and month format).

INSTRUCTIONS FOR COMPLETION OF GOVERNMENT OF CANADA SECURITY CLEARANCE FORM (Form No. TBS 330-60E)

Section L. Foreign Assets: To be completed by applicant (you must complete for an RRS clearance)

1. "No" OR
2. "Yes" - if "Yes", please list the relevant countries (exclude stocks and mutual funds purchased in Canada).

Section M. Character References In Canada: To be completed by applicant (you must complete for an RRS clearance)

- List three character references (non-family members or supervisors from past employment) and one neighborhood reference.
1. Name in full (no initials): First Name and Last Name of Individual
 2. Relationship: ie. Friend
 3. Period Known: Since (Year) ie. "Since 1975"
 4. Complete Home Address – a. Apartment Number, b. House Number, c. Street number or name d. City, Province or State, Country OR Legal Land Description if in a rural area (ie. SW-30-23-45-W4th) - **NO POST OFFICE BOX NO.'S OR POSTAL CODES OR ABBREVIATIONS.**
 5. Telephone Number: Home Telephone Number (area code in brackets)
 6. Complete Title and Business Address:
 - a. Your Reference's Title at Work (ie. Consultant)
 - b. Your Reference's Employer/Company Name (ie. Smith Architects)
 - c. Your Reference's Business Address (Number, Street No. or Name, City, Province or State, and Country) or Legal Land Description if in a rural area (**NO POST OFFICE BOX NO.'S OR POSTAL CODES, NO ABBREVIATIONS.**)
 7. Telephone Number: Your Reference's Business Telephone number or Cell Number (include area code).
 - NOTE: Please place an asterisk (*) beside one of the above noted "daytime" telephone numbers of each reference listed, as reference checks will likely be completed during daytime hours.
 - NOTE: Please ensure that all of your references are at the telephone numbers that you have provided; failure to provide up to date telephone numbers will result in processing delays.

Section N. Education: To be completed by applicant (you must complete for an RRS clearance)

1. Name of the last school or university you attended "full time": ie. Smith Composite High School or York University.
2. Student ID Number: if unknown, state "unknown"
3. Location of institution: City, Province or State and Country (no abbreviations)
4. Period of Attendance: From and To Dates that you attended this institution (Year and Month format)
5. Field of Study: Diploma or degree obtained OR state "Did not obtain Diploma or degree".

**INSTRUCTIONS FOR COMPLETION OF
GOVERNMENT OF CANADA SECURITY CLEARANCE FORM
(Form No. TBS 330-60E)**

Section O. Military Service: To be completed by applicant (you must complete for an RRS clearance)

1. Name and Last Location:
2. Rank and Service No.:
3. Period of Service: From and To Dates that you served (Year and Month format)
 - If no Military Service - include "None".

Section P. Certification: To be completed by applicant

1. Signature: Sign your name
2. Date: Today's Date (Year, Month and Day format)
3. Telephone No.: Home (include area code)
4. Telephone No.: Business (include area code)

****Please ensure that you also review "Government of Canada – Instructions For Completion of Security Clearance Form TBS 330-60E (Rev. 2006-02).**

Updated May 8, 2012



OFFICE USE ONLY

Reference number	Department number	File number
------------------	-------------------	-------------

SECURITY CLEARANCE FORM

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 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).

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 all sections.

A ADMINISTRATIVE INFORMATION (To be completed by Department/Agency/Organization)

<input type="checkbox"/> New	<input type="checkbox"/> Upgrade	<input type="checkbox"/> Supplemental	Level	<input type="checkbox"/> I (CONFIDENTIAL)	<input type="checkbox"/> III (TOP SECRET)
<input type="checkbox"/> Update	<input type="checkbox"/> Transfer	<input type="checkbox"/> Re-activation		<input type="checkbox"/> II (SECRET)	<input type="checkbox"/> other _____
Department/Agency/Organization		Employee ID number/PRI/Rank and Service number (if applicable)		Organization number	

B BIOGRAPHICAL INFORMATION (To be completed by the applicant)

1. Surname (Last name) SMITH	2. Full given names (no initials) underline or circle usual name used JOHN (no middle name)	3. Family name at birth SMITH
4. All other names used (i.e. Nickname) Johnny	5. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	6. Date of birth Y M D 11 19 60 00 11 27
7. Place of birth (city) EDMONTON	Province/State ALBERTA	Country CANADA
8. Name change (other than marriage) NONE	From —	To —
9. Place of change (city, province or state, and country) —		10. Method (authority)

C SECURITY SCREENING

1. 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 department/agency/organization, and the year and level of clearance. CORRECTIONAL SERVICES CANADA RELIABILITY STATUS CLEARANCE (RRS) 2010
---	--

D MARITAL STATUS/Common-LAW PARTNERSHIP

Current status <input checked="" type="checkbox"/> Married <input type="checkbox"/> Common-Law Partnership <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Single		
A) CURRENT SPOUSE/Common-LAW PARTNER: Surname, given names SMITH, JOANNE JANE	B) Maiden Name (if applicable) JONES	C) Present citizenship of current spouse/common-law partner CANADIAN
D) Date of marriage/common-law partnership Y M D 11 19 81 10 08 01	E) City, province or state, and country of marriage/common-law partnership EDMONTON, ALBERTA, CANADA	
F) City, province or state, and country of birth CALGARY, ALBERTA, CANADA		G) Date of birth Y M D 11 19 60 00 11 27
H) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country) 1257 Cooper Avenue, Peace River, Alberta, Canada		I) If separated, widowed or divorced, specify date Y M D
J) Name and address of employer (job title) PEACE RIVER Health Region, 123-2 Avenue, Peace River, Alberta, Canada (NURSE)		
A) PREVIOUS SPOUSE/Common-LAW PARTNER: Surname, given names (cover only the past five years) NONE		B) Present citizenship of former spouse/common-law partner
C) Date of marriage/common-law partnership Y M D	D) City, province or state, and country of marriage/common-law partnership	
E) Date of divorce/separation/deceased Y M D	F) City, province or state, and country of divorce	
G) Country of Birth (if known)	H) Date of birth Y M D	

E IMMEDIATE RELATIVES (including those living outside Canada) (see instructions)

NOTE: Do not use initials	
A) Full name (surname and all given names, including maiden name) SMITH, JERALD GEORGE	B) Relationship FATHER
C) City, province or state, and country of birth EDMONTON, ALBERTA, CANADA	D) Date of birth Y M D 11 19 40 12 01 01
E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country) 235-7 Street, Peace River, Alberta, Canada	F) Date of death (if applicable) Y M D 2011 00 06 02
G) Name and address of employer None - Deceased	H) Job title None - DECEASED

Surname and full given names SMITH, John (nomiddle name)	Date of birth Y M D 11 19 60 01 27
--	---

E IMMEDIATE RELATIVES (continued)

NOTE: Do not use initials

2	A) Full name (surname and all given names, including maiden name) SMITH, (GAIL) (nomiddle name)	B) Relationship MOTHER
	C) City, province or state, and country of birth EDMONTON, ALBERTA, CANADA	D) Date of birth Y M D 11 19 41 06 01
	E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country) 235-7 Street, Peace River, Alberta, Canada	F) Date of death (if applicable) Y M D
	G) Name and address of employer Safeway Canada, 213-7 Street, Peace River, Alberta, Canada	H) Job title Cashier
3	A) Full name (surname and all given names, including maiden name) JONES, JORDAN (DALE)	B) Relationship STEP-BROTHER
	C) City, province or state, and country of birth CALGARY, ALBERTA, Canada	D) Date of birth Y M D 11 19 82 01 07
	E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country) 27 Allan Place, Leduc, Alberta, Canada	F) Date of death (if applicable) Y M D
	G) Name and address of employer UNEMPLOYED	H) Job title
4	A) Full name (surname and all given names, including maiden name) JONES, (Shelley) Lynn (Callin)	B) Relationship MOTHER-IN-LAW
	C) City, province or state, and country of birth CALGARY, Alberta, Canada	D) Date of birth Y M D 11 19 36 07 03
	E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country) 12 Jasper Place, Lamont, Alberta, Canada	F) Date of death (if applicable) Y M D
	G) Name and address of employer Hill Electric, 23-2 Avenue, Lamont, Alberta, Canada	H) Job title CLEANER
5	A) Full name (surname and all given names, including maiden name) JONES, (James) Kelly	B) Relationship FATHER-IN-LAW
	C) City, province or state, and country of birth CALGARY, Alberta, Canada	D) Date of birth Y M D 11 19 37 06 01
	E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country) 12 Jasper Place, Lamont, Alberta, Canada	F) Date of death (if applicable) Y M D 11 19 99 07 01
	G) Name and address of employer NONE - DECEASED	H) Job title None - Deceased
6	A) Full name (surname and all given names, including maiden name) SCHNEIDER, (KAREN) GAIL	B) Relationship DAUGHTER
	C) City, province or state, and country of birth CALGARY, ALBERTA, CANADA	D) Date of birth Y M D 11 19 78 02 01
	E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country) SW-4-3-12-W4, Lacombe, Alberta, Canada	F) Date of death (if applicable) Y M D
	G) Name and address of employer ESSO, NE-12-4-36-54, Delburne, Alberta, Canada	H) Job title OPERATOR
7	A) Full name (surname and all given names, including maiden name) 	B) Relationship
	C) City, province or state, and country of birth 	D) Date of birth Y M D
	E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country) 	F) Date of death (if applicable) Y M D
	G) Name and address of employer 	H) Job title

F 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? <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) DRIVING UNDER THE INFLUENCE OF ALCOHOL	Name of police force EDMONTON POLICE SERVICE
Province/State ALBERTA	City EDMONTON
Country CANADA	Date of conviction Y M D 20 10 10 20 11

G FOR COMPLETION BY PERSONS BORN OUTSIDE CANADA OR BORN IN CANADA HOLDING DUAL CITIZENSHIP (see instructions)

1. Date of entry into Canada Y M D 	2. Present citizenship
3. If you are a naturalized Canadian, give the certificate number and date of issue Y M D Certificate No. _____	4. If you are not naturalized, have you applied for Canadian citizenship? Please provide copy of Immigrant Visa or Record of Landing documentation <input type="checkbox"/> Yes <input type="checkbox"/> No Date of application Y M D
5. Do you maintain citizenship of a country other than Canada? If yes, please provide the name of the country and explain why. <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes) Name of Country: _____ Explain: _____	6. Have you used a passport other than a Canadian one? If yes, explain why. <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes) Explain: _____

Surname and full given names: **SMITH, John (nomiddle name)** Date of birth: **19|60|01|27**

H RESIDENCE (there should be no gaps)

List addresses where you have lived during the last 10 years, starting with the most current. (Rural address to include lot and civic number.)

1	Apartment number	Street number	Street name	Civic number (if applicable)	From Y M	To present
		1257	COOPER AVENUE		20 11 00 1	
	City	Province or state	Postal code	Country	Telephone number	
	PEACE RIVER	ALBERTA	T6S2X9	CANADA	(780)261-1493	
2	Apartment number	Street number	Street name	Civic number (if applicable)	From Y M	To Y M
			12-13-57-WZ		20 09 03	20 11 00 1
	City	Province or state	Postal code	Country	Telephone number	
	GRAND CACHE	Alberta	T0G7X3	CANADA	(780)234-2102	
3	Apartment number	Street number	Street name	Civic number (if applicable)	From Y M	To Y M
			1-87-18-W4		20 07 01	20 09 03
	City	Province or state	Postal code	Country	Telephone number	
	SASKATOON	SASKATCHEWAN	S0G3C0	CANADA	(306)231-7192	
4	Apartment number	Street number	Street name	Civic number (if applicable)	From Y M	To Y M
		20	HILL AVENUE		20 04 01	20 07 01
	City	Province or state	Postal code	Country	Telephone number	
	CALGARY	Alberta	T0G3C0	CANADA	(403)239-7186	
5	Apartment number	Street number	Street name	Civic number (if applicable)	From Y M	To Y M
		can't recall	Unknown- can't recall		19 99 09	20 04 01
	City	Province or state	Postal code	Country	Telephone number	
	Calgary	Alberta	T0G3C0	Canada	() 'cannot recall'	

I EMPLOYMENT (last 10 years) (see instructions for self-employed and consultants) (there should be no gaps)

Would your employment be jeopardized if your current supervisor, below, is contacted? Yes No

If yes, provide the name of an alternate employment contact and telephone number.

Were you dismissed or asked to resign from any position(s) as listed below? Yes No

If yes, give name of employer, supervisor, and date.

Name of employer	Supervisor	Position title	Date Y M
A) Name of employer - do not use initials (department/organization/agency, if applicable)	B) From Y M	To present	
ABC WELDING INCORPORATED	20 11 00 1		
C) Job-site address (street number, street name, city, province or state and country)	243-7 STREET, PEACE RIVER, ALBERTA, CANADA		
D) Job title/Description	E) Rank and service number (if applicable)		
WELDER	NONE		
F) Supervisor's name in full	G) Supervisor's telephone number (cell)		
GERALD MILLION	(780)299-1257		
A) Name of employer - do not use initials (department/organization/agency, if applicable)	B) From Y M	To Y M	
Jim's WELDING	20 09 30	20 11 00 1	
C) Job-site address (street number, street name, city, province or state and country)	637-8 AVENUE, PEACE RIVER, ALBERTA, CANADA		
D) Job title/Description	E) Rank and service number (if applicable)		
WELDER	NONE		
F) Supervisor's name in full	G) Supervisor's telephone number (cell)		
KEVIN HARRIS	(780)891-7624		
A) Name of employer - do not use initials (department/organization/agency, if applicable)	B) From Y M	To Y M	
UNEMPLOYED	20 07 01	20 09 30	
C) Job-site address (street number, street name, city, province or state and country)			
D) Job title/Description	E) Rank and service number (if applicable)		
F) Supervisor's name in full	G) Supervisor's telephone number		
	()		
A) Name of employer - do not use initials (department/organization/agency, if applicable)	B) From Y M	To Y M	
KARI'S WELDING	20 04 01	20 07 01	
C) Job-site address (street number, street name, city, province or state and country)	SW-19-12-24-W4, REDDEER, ALBERTA, CANADA		
D) Job title/Description	E) Rank and service number (if applicable)		
WELDER	NONE		
F) Supervisor's name in full	G) Supervisor's telephone number		
CORY KARI	(780)863-2149		

Surname and full given names SMITH, JOHN (no middle name)	Date of birth <table style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">M</td> <td style="text-align: center;">D</td> </tr> <tr> <td style="text-align: center;">11</td> <td style="text-align: center;">6</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">7</td> <td style="text-align: center;">7</td> </tr> </table>	Y	M	D	11	6	0	0	1	2	7	7	7
Y	M	D											
11	6	0											
0	1	2											
7	7	7											

J FOREIGN EMPLOYMENT	
1. Are you now or have you ever been employed by or acted as a consultant for a foreign government, firm, or agency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, give details (country, organization, nature of work and dates) Include military (cadets), law enforcement and security intelligence employment _____ _____

SECTIONS "K" TO "O" MUST ALSO BE COMPLETED FOR LEVEL III ONLY

K TRAVEL				
List countries visited within the last five years for personal travel and/or non-Government business, other than Canada, the USA and Mexico.				
Country	Purpose	From		To
"NONE"		Y	M	Y

L FOREIGN ASSETS	
Do you have any business, financial or personal assets outside Canada? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, list the relevant countries (exclude stocks and mutual funds purchased in Canada) _____ _____

M CHARACTER REFERENCES IN CANADA (see instructions)			
List three character references (non-family members) and one neighbourhood reference			
1	Name in full (no initials) Allan Nikum	Relationship FRIEND	Period known 4 years
	Complete home address SW-12-6-2-W4, MANNING, ALBERTA, CANADA		Telephone Number (780) 236-1921
	Complete title and business address WELDER ABC WELDING, 243-7 Street, Peace River, Alberta, CANADA		Business Telephone Number (780) 236-0012 *
2	Name in full (no initials) CORY Timothy	Relationship COLLEAGUE	Period known 6 years
	Complete home address 17 ANGLE STREET, ORANGE, ALBERTA, CANADA		Telephone Number (cell) (780) 892-1343 *
	Complete title and business address WELDER ABC Welding, 19-3 Avenue, Manning, Alberta, Canada		Business Telephone Number (780) 892-1691
3	Name in full (no initials) Dennis James	Relationship FRIEND	Period known 9 years
	Complete home address 123-2 Avenue, MANNING, ALBERTA, CANADA		Telephone Number (cell) (780) 777-1992 *
	Complete title and business address CONSULTANT PEACE FINANCIAL, 2-3 Street, Manning, Alberta, Canada		Business Telephone Number (780) 823-1111
Neighbourhood reference (see instructions)			
Name in full (no initials) BRIAN ANDERS			Telephone Number (780) 236-1111 *
Complete home address 1253 COOPER STREET, PEACE RIVER, ALBERTA, CANADA			Business Telephone Number () NONE

N EDUCATION			
1. Name of the last school or university you attended full time NAIT	2. Student ID number (if known) UNKNOWN	3. Location of institution EDMONTON, ALBERTA, CANADA	4. Period of attendance From Y M To Y M 11 9 7 8 0 9 11 9 7 9 0 6
5. Field of study (Diploma or degree obtained) WELDING CERTIFICATE			

O MILITARY SERVICE		
Military service in the Canadian Armed Forces: Regular, Reserves and Sea, Army and Air Cadets (from the period since your 16th birthday).		
1. Name and last location NONE	2. Rank and Service no.	3. Period of service From Y M To Y M _____

P CERTIFICATION			
I hereby certify that the information set out by me in this document is true and correct to the best of my knowledge and belief.			
1. Signature John Smith	2. Date Y M D 20 11 11 20 11	3. Telephone (Home) (780) 261-1493	3. Telephone (Business) (780) 299-1111

ALL INFORMATION SUPPLIED IS SUBJECT TO VERIFICATION BY INVESTIGATION



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. → photocopy applicable sheet + continue adding additional information (ensure name + date of birth are included on the top of each additional sheet)

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. → SW-3-12-24-N4 u

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

Note: 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**.

✦ Please ensure you review "Additional construction" sheet for Form TBS 380-23E



SECURITY/RELIABILITY INTERVIEW PRE-INTERVIEW QUESTIONNAIRE

- The Pre-Interview Security/Reliability Questionnaire and the Security/Reliability Interview are both integral parts of the RCMP recruiting and security process. They, and the subsequent field investigation, are used to assist in determining suitability and reliability and contribute to the security screening assessment of individuals who seek employment as a member, employee or volunteer of the RCMP or under a contract awarded to, or administered by, the RCMP. Verifications to issue security clearances are carried out to assess an individual's loyalty and reliability as it relates to loyalty. Reliability checks are done to assess an individual's reliability. This is being done in accordance to the Policy on Government Security (PGS) which became effective July 1, 2009.
- You are required to fill the Pre-Interview Questionnaire and return it to the RCMP Human Resources Section when completed. You will soon be contacted to meet with an interviewer to complete the Security/Reliability Interview.
- Please carefully read and follow the instructions below.

Instruction for the Applicant

- The Pre-Interview Questionnaire (Form 1020-1) is available in both official languages. You may complete the Pre-Interview Questionnaire in the language of your choice.
- Your decision to complete the Pre-Interview Questionnaire and the subsequent Security/Reliability Interview must be voluntary and be based on your desire to pursue employment with, or at, the RCMP.
- You should answer the questions contained in the Pre-Interview Questionnaire accurately, completely, thoroughly and honestly to the best of your knowledge and belief. You should answer the questions contained in the Pre-Interview Questionnaire on your own without the assistance of third parties (e.g. family or friends), considering the personal and sensitive nature of the information provided. You may withdraw from the process at any time or refuse to provide answers to any or all of the questions contained in the Pre-Interview Questionnaire. You should, however, be advised that an incomplete Pre-Interview Questionnaire may result in your disqualification from the employment process.
- You are not required to provide any information in the Pre-Interview Questionnaire that relates to a conviction for which a pardon has been received, or a matter that was processed pursuant to the *Young Offenders Act (R.S.C. 1985, c. Y-1, now repealed)* or the *Youth Criminal Justice Act (S.C. 2002, c. 1)*.
- You are under no obligation to provide information about third parties, (e.g. individuals other than yourself), in the Pre-Interview Questionnaire.
- You are under no obligation to disclose any information regarding a crime where you were a victim or complainant.
- You should be aware that, in the event of significant discrepancy between the information you provide in this Pre-Interview Questionnaire and in the context of the Security/Reliability Interview, and the information that surfaces from the RCMP's background investigation, you may be asked to undergo a second interview to explain adverse information.

SECURITY/RELIABILITY INTERVIEW PRE-INTERVIEW QUESTIONNAIRE

PROTECTED B
when completed
PIB CMP PPU 065

- Deceit, dishonesty or non-disclosure in answer to questions contained in the Pre-Interview Questionnaire are likely to result in your disqualification from the employment process.
- Should you apply for any other employment with, or at, the RCMP within the next five (5) years, the information provided in this Pre-Interview Questionnaire may be used to reassess your suitability and reliability and for security screening purposes. This may result in your disqualification from the employment process.
- If you are currently employed by, or working at, the RCMP, you should be advised that the information provided in this Pre-Interview Questionnaire may be used in reassessing your suitability and reliability, and in carrying out the security screening process. This may result in your disqualification from the employment process in question. This may also lead, where applicable, to a review for cause and possible revocation of an existing clearance or reliability status, and consequently the dismissal from your current employment with the RCMP.

Notices regarding prior serious criminal offences and serious risk to yourself or the safety of others.

- The information you provide on the Questionnaire and during the Security/Reliability Interview process is collected and used by the RCMP for the purposes of an employment application and security screening. However, if you admit to having committed a serious undetected criminal offence, or are deemed to pose a serious risk to yourself or to the safety of others, the RCMP may disclose information to entities with lawful authority to collect such information (e.g. police of jurisdiction or child protection agencies) for a law enforcement or public safety purpose. While cases of such disclosure are rare and exceptional, the RCMP strongly discourages you from completing the Pre-Interview Questionnaire or attending the Security/Reliability Interview if you believe this Notice applies to you.

Examples of serious criminal offences include, but are not limited to:

- murder;
- sexual assault;
- child pornography: accessing, possession, distribution, or the making of;
- any crime involving children;
- arson resulting in loss of life or substantial damage;
- forcible confinement;
- robbery;
- crime committed with a facial covering and/or a weapon.

Should you be uncertain if this applies to you, you should consult a lawyer to obtain independent legal advice.

- If you nonetheless chose to pursue the process and admit, on the Pre-Interview Questionnaire or in the context of the Security/Reliability Interview, to having committed one or a number of serious criminal offence(s), be advised that the information may be disclosed to entities with lawful authority to collect such information (e.g. police of jurisdiction or child protection agencies).
- If, in light of the information provided on the Pre-Interview Questionnaire or in the context of the Security / Reliability Interview, you are deemed to pose a serious threat to yourself or to the safety of others, be advised that the information may be disclosed to the entities with lawful authority to collect such information (police of jurisdiction or child protection agencies).
- You are also advised that such disclosures could lead to incident reports being entered into police databases, which could impact future employment or volunteering opportunities, or other activities that require security screening (e.g. employment with schools, banks, etc.).
- You are further advised that such disclosures could also lead to an investigation, arrest, charge(s), criminal prosecution, conviction, and, ultimately, the imposition of a sentence.

SECURITY/RELIABILITY INTERVIEW PRE-INTERVIEW QUESTIONNAIRE

PROTECTED B
when completed
PIB CMP PPU 065

Notice regarding the collection and use of personal information by the RCMP

- The RCMP is collecting, on a voluntary basis, the personal information you provide on the Pre-Interview Questionnaire and in the context of the Security/Reliability Interview to assist in determining your suitability and reliability and for security screening purposes. The information requested is essential for making these determinations and, should it not be provided, may result in your disqualification and/or our inability to proceed with the employment process.
- The information is collected under the authority of the *Royal Canadian Mounted Police Act, R.S.C. 1985, c. R-10* and the *Financial Administration Act, R.S.C. 1985, c. F-11*. It is protected and managed in conformity with the provisions of the *Privacy Act, R.S.C. 1985, c. P-21* and the *Privacy Regulations, SOR/83-508*.
- The information collected will be stored by the RCMP in Personal Information Bank CMP PPU 065 and be disclosed in conformity with the *Privacy Act*. Under this Act, you have the right to the protection of, access to and correction of your personal information. More details regarding the collection and use of personal information can be found at www.infosource.gc.ca .



**SECURITY/RELIABILITY INTERVIEW
PRE-INTERVIEW QUESTIONNAIRE**

Office use only	
HRMIS number	File number

Declaration, Acknowledgement, and Consent

Name of applicant	Telephone number
-------------------	------------------

Mailing address

	Applicant's initials
I, the undersigned, have read and understand the previous pages of instruction and notices.	
I am completing this Pre-Interview Questionnaire voluntarily, based on my desire to volunteer, pursue work as a member or employee of the RCMP or under a contract awarded to, or administered by, the RCMP.	
I declare that the information provided in this Pre-Interview Questionnaire is up-to-date, accurate, complete and honest to the best of my knowledge and belief.	
I understand that the consequences of my not being completely honest and forthright in this Pre-Interview Questionnaire could result in me no longer being considered for employment with, or at, the RCMP.	
I understand that I do not have to include any information in this Pre-Interview Questionnaire that relates to a conviction for which a pardon has been received, or a matter that was processed pursuant to the <i>Young Offenders Act</i> or the <i>Youth Criminal Justice Act</i> .	
I understand that the information provided in this Pre-Interview Questionnaire may affect my opportunities for any other employment with, or at, the RCMP within the next five (5) years, or, where applicable, may affect my current security clearance and employment with, or at, the RCMP.	
I understand that, if I admit to having committed one or more serious undetected criminal offence(s) in this Pre-Interview Questionnaire, actions could be taken, which could lead, ultimately to the imposition of a sentence.	
I understand that, if in light of the answers provided in the Pre-Interview Questionnaire, I am deemed to pose a serious risk to myself or to the safety of others, actions could be taken, which could lead, ultimately to the imposition of a sentence.	
I understand that, in the event of significant discrepancy between the information I provide in this Pre-Interview Questionnaire and in the context of the Security/Reliability Interview and information that surfaces from the RCMP's background investigation, I may be asked to undergo a second interview to explain adverse information for verification and confirmation purposes.	
I declare that I will not divulge the contents and format of this Pre-Interview Questionnaire and of the Security/Reliability Interview to anyone.	
I consent to my personal information being collected, used and disclosed for the purposes identified above.	
I consent to my personal information being used for security screening purposes pursuant to the Treasury Board's Policy on <i>Government Security</i> .	

Signature of applicant

Date

**SECURITY/RELIABILITY INTERVIEW
PRE-INTERVIEW QUESTIONNAIRE**

**PROTECTED B when completed
PIB CMP PPU 065**

Office use only	
HRMIS number	File number

Name of applicant	Telephone number
-------------------	------------------

6. Financial assessment

Your relationship with money may have an impact in obtaining either, a reliability status, a security clearance and/or site/facilities access. Please answer the following questions and be prepared to explain them to the interviewer.

A - Does your financial situation cause you any stress? If so, what level of stress do you feel: low, medium or high and why?

B - What is your ratio of debt versus income?

C - How has this changed over the past five years, if at all?

D - How do you expect your financial situation to evolve over the next 5 years?

E - If you are not satisfied with your finances, what are you doing to improve your situation?

**SECURITY/RELIABILITY INTERVIEW
PRE-INTERVIEW QUESTIONNAIRE**

**PROTECTED B when completed
PIB CMP PPU 065**

Office use only	
HRMIS number	File number

Name of applicant	Telephone number
-------------------	------------------

7. Have any members of your immediate family, close friends or associates been involved (to your knowledge) in criminal activity, meaning been suspected, charged or convicted of any criminal offences? This involvement should not be limited to the following offences (assault, domestic violence, theft, fraud, shoplifting, drug offenses, hack into a computer, drinking and driving, hunting without a permit.)

No Yes, complete this section.

i)	Name of individual	Date of birth (yyyy-mm-dd)
	Home address	Involvement/Activity
ii)	Name of individual	Date of birth (yyyy-mm-dd)
	Home address	Involvement/Activity
iii)	Name of individual	Date of birth (yyyy-mm-dd)
	Home address	Involvement/Activity
iv)	Name of individual	Date of birth (yyyy-mm-dd)
	Home address	Involvement/Activity
v)	Name of individual	Date of birth (yyyy-mm-dd)
	Home address	Involvement/Activity

**Analyst/Interviewer/Risk manager comments/notes
(For office use only)**

