Gover	nment Gouverner nada du Canada		t			PROT	PROTECTED (when complete	
	SONNEL SCREEN		Reference number		OFFICE USE ONLY Department/Organization number			
ease typewrite or p	print in block letters.	tion C of this form and for c						
ADMINISTRAT	Update	To be completed by the <i>i</i>	Authorized Departmen	a part de contra de Contra de contra de c	Organizational Offic		Re-activation	
e requested level of Reliability Statu	f reliability/security check(s) Js Level I (COI	[]	II (SECRET)	ei III (TOP SEC	RET)			
Indeterminate	Term		ndustry Other (sp	ecify secondme	ent, assignment, etc.) _			
sition/Competition/(Contract number	Title					b/Level (if applicable)	
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	department / organization /				Telephone number ()		mile number)	
BIOGRAPHICA		be completed by the ap Full given names (no ir	p licant) nitials) underline or circle u	sual name used	Family name	at birth		
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	a security screening form?	Yes No		of employer, lev	vel and year of screening].	Y	
	onvicted of a criminal offend	IDE OF CANADA (see in se for which you have not	If yes, give a	details. (charge date of convict	(s), name of police force ion)	, city, province/s	tate,	
arge(s)		Name of police force			City			
wince/State		Country			Date of conviction	Y	M D	
S/SCT 330-23E (Rev	v. 2006/02)		- 1 -			<u> </u> <u> </u> <u> </u>	Canada	



PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM

Surname and full given names		Dat	e of birth	Y M D
C CONSENT AND VERIFICATION (To be completed by the applic	ant and autho	rized Departmental/Agency/Or	ganizational C	Official)
Checks Required (See Instructions)	Applicant's initials	Name of official (print)	Official's Official's Telephone number initials	
1. Date of birth, address, education, professional qualifications, employment history, personal character references				()
2. Criminal record check				()
3. Credit check (financial assessment, including credit records check)				()
4. Loyalty (security assessment only)				
5. Other (specify, see instructions) Law Enforcement Records Checks				()
Mounted Police (RČMP) and the Canadian Security Intelligence Service (CSIS) outside the federal government (e.g. credit bureaus). It is used to support decisio promotions. It may also be used in the context of updating, or reviewing for cause applicable type of security screening. Information collected by the government inst decisions, which may lead to discipline and/or termination of employment or cor (Personnel Security Screening) which is used by all government agencies, except PIB CMP PPU 065 (Security/Reliability Screening Records), CSIS PIB SIS PPE Records) used for Canadian Industry Personnel. Personal information related to s I, the undersigned, do consent to the disclosure of the preceding informatio purpose of providing a security screening assessment. By consenting to information may also occur when the reliability status, security clearance or My consent will remain valid until I no longer require a reliability status, a s otherwise revoke my consent, in writing, to the authorized security official.	ns on individuals a, the reliability st litution, and infor- portractual agreer t the Department E 815 (Employee ecurity assessmi- on including my the above, I ac site access are	working or applying to work through atus, security clearance or site access mation gathered from the requisite ch nents. The personal information c of National Defence PIB DND/PPE 8 Security), and PWGSC PIB PWGSI ents is also described in the CSIS PIB photograph for its subsequent ver knowledge that the verification an updated or otherwise reviewed for	appointment, ass s, all of which ma ecks and/or inves iollected is descr 34 (Personnel SE C PPU 015 (Pers SIS PPU 005 (S ification and/or d/or use in an i cause under the	ignment or contract, transfers or y lead to a re-assessment of the tigation, may be used to support ibed in Standard PIB PSU 917 scurity Investigation File), RCMP ionnel Clearance and Reliability acurity Assessments/Advice). use in an investigation for the nvestigation of the preceding Government Security Policy.
Signature		Date (Y/M/D)		
REVIEW (To be completed by the authorized Departmental/Age A, B and C)	والإيراب بالمراجعة والأناب المتحدين والمحاجر والمحاجر		ensuring the	completion of sections
Name and title		Telephone number		
Address		Facsimile number		1
E APPROVAL (To be completed by authorized Departmental/Age	ency/Organiza	tional Security Official		
 only) I, the undersigned, as the authorized security official, do hereby approve the 	following level	of screening.		
Reliability Status Not approved Approved Reliability Status Not approved	PHOTO (for Level III T.S., and/or upon request - see instructions)			
Name and title				
Signature	Date (Y/M/D)			
Security Clearance (if applicable)				
Name and title				
Signature				

Canadä



Government Gouvernement of Canada du Canada

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 NFLD., N.S., N.B., B.C., Yukon, Norhwest 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 be security screening investigation 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.