

Ontario Public Service Contractor Security Screening: Criminal Record and Judicial Matters Check (CRJMC) Information Sheet

Contractors doing business with the Ontario Public Service (OPS) may be required to undergo a security screening check, as required by the OPS Contractor Security Screening Operating Policy. Where a security screening check is required, individuals performing work for the OPS, on behalf of a contractor, must have a security clearance before work can be undertaken.

The contractor screening check process is administered by the Contractor Security Screening Unit (CSS), Supply Chain Ontario (SCO), Ministry of Government and Consumer Services (MGCS).

All information collected as part of the screening check process will be maintained in confidence by CSS, SCO and will only be used for the purpose of assigning you a security clearance. A security clearance decision can only be made by CSS, SCO. CSS, SCO will only communicate your security clearance decision to your employer and will not provide any information obtained as part of the screening check process.

The screening check process has a number of steps. They are as follows:

1. A representative from your organization (i.e. the Company Security Officer (CSO)) will provide you with information about obtaining a security clearance. Contractors requiring security screening will be required to obtain and pay for a Criminal Record and Judicial Matters Check (CRJMC) from a local police service/Ontario Provincial Police (OPP) or a RCMP accredited third party agency.
2. As part of the screening check process, you will be required to verify your identity. Your identity will be verified by providing two pieces of official identification that includes your name, date of birth and address information.
3. With your consent, the police service/OPP or agency will conduct a CRJMC through the Canadian Police Information Centre (CPIC) maintained by the Royal Canadian Mounted Police (RCMP) and a search through provincial and municipal databases, using your name and date of birth, for information relating to the offence provisions of federal legislation including the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) and the *Youth Criminal Justice Act* (Canada). The search will include records of previous convictions, convictions for which a pardon has been granted (where disclosure is authorized under the *Criminal Records Act* (Canada), findings of guilt under

the *Youth Criminal Justice Act* (Canada), findings of guilt that have resulted in absolute or conditional discharges (disclosed within one (1) and three (3) years respectively), any outstanding charges and related information (e.g., an arrest warrant), as well as court orders (excludes mental health related orders and family court restraining orders).

Where a record check reveals any of the information listed above, the police service/OPP or agency may require further verification of your identity through fingerprint comparison before your criminal record can be released.

Other checks:

If a driver's record check is required (when driving is a contract requirement), a search provincial databases for information regarding driving history using your driver's licence number will be conducted. This check provides a three (3) year history of *Highway Traffic Act* convictions and any current suspensions, along with your current listed address and licence status.

If you have lived outside of Canada for six months or more (consecutively) in the past five years, an out-of-country police certificate is required and can be obtained through other service providers (e.g., a RCMP accredited third party agency, or by visiting the Government of Canada website at: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates/how.html>).

4. You will be asked to complete the MGCS Consent form prior to submitting your check(s).
5. When using a police service/OPP or agency, you will receive your CRJMC directly. Your check must be original (issued within the last 90 days, on police letterhead or certified by a police service). An electronic check may be acceptable if it can be validated by CSS through the service provider.
6. The MGCS Consent form along with your check(s) is provided to CSS, SCO in a sealed envelope marked confidential. The sealed envelope will be opened only by an authorized CSS, SCO security screening official.
7. A CSS, SCO security screening official will review your check(s) information. You may be contacted to discuss the results of your check(s) before a security clearance decision is made.

8. When a security clearance decision is made, CSS, SCO will notify the OPS representative assigned to work with the contractor, and the CSO will be informed.
9. Under the OPS policy, you are required to provide written disclosure to CSS, SCO within five business days of any charges laid against you subsequent to your last security screening check. You will provide disclosure, if applicable, by completing the MGCS Declaration form and submitting it directly to CSS, SCO.
10. All personal information obtained and collected by CSS, SCO will be managed in accordance with the *Freedom of Information and Protection of Privacy Act*.

Questions about contractor security screening component of the procurement process can be directed to your CSO or the OPS representative. Further information can also be obtained by contacting Supply Chain Ontario, MGCS at: doingbusiness@ontario.ca

Notice of Collection

Personal information provided in accordance with this form will be collected and used by Contractor Security Screening (CSS), Supply Chain Ontario (SCO), Ministry of Government and Consumer Services (MGCS) for the purpose of conducting and assigning an Ontario Public Service contractor security screening clearance. The collection of personal information is authorized by the Contractor Security Screening Operating Policy, issued by the Management Board of Cabinet under section 3 of the *Management Board of Cabinet Act*, RSO 1990, Chapter M-1. The collection of this information is also governed by subsection 8(3) of the *Police Record Checks Reform Act*, 2015, SO 2015, Chapter 30 and the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31. Questions about the collection of personal information may be directed to the Manager of Contractor Security Screening (CSS), Supply Chain Ontario (SCO), Ministry of Government and Consumer Services (MGCS) at:

Contractor Security Screening, SCO
222 Jarvis Street, 7th Floor
Toronto ON, M7A 0B6, or by email to:
Askcontractorscreening@ontario.ca