

Section 1a: General Screening Check (Completed by Company Security Officer)

Please refer to the Contractor Security Screening brochure for General Screening for more information.

Type of Screening Requested (Please check all that apply)

<input type="checkbox"/>	Name Based Criminal Record Check (CPIC) A search through the Canadian Police Information Centre (CPIC) maintained by the RCMP, using an individual's name and date of birth, for information relating to the offence provisions of federal legislation including the <i>Criminal Code</i> (Canada) and the <i>Controlled Drugs and Substances Act</i> (Canada). The search will include records of previous convictions, findings of guilt that have resulted in absolute or conditional discharges, as well as any outstanding charges and related information (e.g. an arrest warrant). The RCMP may require verification of identity through fingerprint comparison before the information can be released.
<input type="checkbox"/>	Driver's Record Check The driver's record check involves a check of provincial databases for information regarding driving history using the individual's driver licence number. This check provides a three year history of Highway Traffic Act and Criminal Code of Canada convictions and any current suspensions, along with the driver's current listed address and licence status.

Section 1b: Enhanced Screening Check (Completed by Program Area Manager/Authorized Ministry Official)

Please refer to the Contractor Security Screening brochure for Enhanced Screening for more information.

Type of Screening Requested (Please check all that apply)

<input type="checkbox"/>	Name Based Criminal Record Check (CPIC) A search through the Canadian Police Information Centre (CPIC) maintained by the RCMP, using an individual's name and date of birth, for information relating to the offence provisions of federal legislation including the <i>Criminal Code</i> (Canada) and the <i>Controlled Drugs and Substances Act</i> (Canada). The search will include records of previous convictions, findings of guilt that have resulted in absolute or conditional discharges, as well as any outstanding charges and related information (e.g. an arrest warrant). The RCMP may require verification of identity through fingerprint comparison before the information can be released.
<input type="checkbox"/>	Fingerprint Based Criminal Record Check (CPIC) A criminal record check that is conducted using the individual's fingerprints as confirmation of identity.
<input type="checkbox"/>	Police Record Check (Local) A search of provincial and municipal police force records using an individual's name and date of birth for information about relating to criminal convictions, charges, discharges and judicial orders under the offence provisions of federal statutes.
<input type="checkbox"/>	Intelligence Check A search by the OPP of existing police databases for any relevant intelligence information and notations about an individual. Intelligence checks are restricted to positions that have direct access to OPP/law enforcement databases/ infrastructure and/or as a result of a confirmed third party request.
<input type="checkbox"/>	OPP Investigation/Background Interview Investigation by the OPP of the individual's background information, including using fingerprints, as it relates to security including a search of provincial and local police records for up to date convictions and or charges.
<input type="checkbox"/>	Credit Check A credit report obtained from a Canadian credit bureau to determine if an individual has any adverse credit information, which may include bankruptcies, legal proceedings, collection actions and court orders.
<input type="checkbox"/>	Vulnerable Sector Screening Check Criminal records check (may require fingerprints) which includes a search for information related to pardons, and provincial and local police records check for findings relevant to the vulnerable service sector.
<input type="checkbox"/>	Driver's Record Check The driver's record check involves a check of provincial databases for information regarding driving history using the individual's driver licence number. This check provides a three year history of Highway Traffic Act and Criminal Code of Canada convictions and any current suspensions, along with the driver's current listed address and licence status.
<input type="checkbox"/>	Other (specify): _____

Section 2: Authorization and Consent to Security Screening Check (Completed by applicant)

- I have read and understand the contractor security screening brochure and consent and declaration forms.
- I authorize and consent to a Contractor Security Screening Check to be conducted by the Negotiations and Security Branch , Employee Relations Division , Ministry of Government Services.
- I authorize and consent to the release of records and information about me held by policing services and authorized agencies that are required to conduct a Contractor Security Screening Check.
- I authorize the OPP to conduct applicable enhanced checks in accordance with the Consent form.
- I authorize the NSB, ERD to collect and use information provided for the purpose of assessing my Contractor Screening Clearance.

Signature of Individual (by hand)

Date (yyyy-mm-dd) (by hand)

Contractor Security Screening CONSENT Form

Section 3: Applicant Information, Authorization, Consent and Release *(Completed by applicant)*

1. Applicant Information

Last Name	First Name	Middle Name(s) <i>(No Initials)</i>	Date of Birth YYYY	MM	DD	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
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Previous Last Name(s) or aliases if any *(e.g. Former marriage, maiden)*

Cell/Alternate Telephone No. <i>(incl. Area Code)</i>	Daytime Telephone # <i>(incl. Area Code)</i>	E-mail Address
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2. Place of Birth

City/Town/Municipality/Village	Province/State	Country
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3. Legal Status in Canada *(provide one of the following document no.'s)*

Canadian Birth Certificate Number	Canadian Citizenship Certificate Number	Canadian Passport Number
Landed Immigrant Certificate Number	Work Permit Number	

4. Home Addresses for Past 5 Years *(Beginning with the most recent; use extra sheet if required)*

Street Address <i>(Street No., Name, Unit, Suite, Floor)</i>	City/Province/State/Country/Postal or Zip Code	From YYYY/MM	To YYYY/MM
			PRESENT

5. Driver's Record Check *(Only for a contract work assignment that requires a valid driver's licence)*

Driver's Licence Number	Province/State
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6. Release

I hereby release and discharge forever Her Majesty the Queen in right of Ontario and any or all her respective directors, employees, servants, and agents, including their successors and assigns, from any and all actions, claims and demands for damages, loss or injury howsoever arising, except as a result of negligence or wilful misconduct which may hereafter be sustained by myself as a result of the collection, use and disclosure of information about me held by police services and authorized agencies, in relation to security screening checks.

I further declare that all the information provided in this application is true and complete.

Signature of Individual <i>(by hand)</i>	Date <i>(yyyy-mm-dd) (by hand)</i>
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Contractor Security Screening DECLARATION Form

Contractor Security Screening – Declaration Form (to be completed by the applicant)

Instructions: Answer the questions below.

Do not disclose any information regarding the following:

- If you have received a pardon for a previous conviction in accordance with the *Criminal Records Act (Canada)* do not disclose the conviction.
- If you have been found guilty of an offence and received an absolute discharge on a date more than one (1) year ago, do not disclose the conviction.
- If you have been found guilty of an offence and received a conditional discharge on a date more than three (3) years ago, do not disclose the conviction.
- If you have been charged with, or convicted of an offence under a provincial statute (Provincial Offences) do not disclose the charge or conviction, unless a driver's record check is required (see below).
- If as a young person, you were subject to charges that were dealt with under the *Youth Criminal Justice Act*, or its predecessors the *Young Offenders Act*, or the *Juvenile Delinquents Act* do not disclose this information.
- If a driver's record check is required, provide details of all unresolved charges and/or convictions you have received in relation to the offence provisions of the *Ontario Highway Traffic Act*.

Have you been convicted of, or found guilty of, an offence under the Criminal Code of Canada or for which you have NOT been pardoned?

YES ☐ NO ☐

Have you been convicted of a criminal offence outside of Canada for which you NOT been pardoned?

YES ☐ NO ☐

Do you have any unresolved charges or judicial orders you have received in relation to the Criminal Code of Canada or the Controlled Drugs and Substances Act?

YES ☐ NO ☐

If you answered YES to any of the preceding questions, provide complete details in the space below. Attach additional pages as needed. If you answer no, please sign and date by hand in appropriate category below.

Charge/Conviction		
Location(City/Province or State/Country)	Date of Charge (YYYY/MM/DD)	Name of Police Force
Charge/Conviction		
Name of Individual (please print)	Signature of Individual (by hand)	Date (yyyy-mm-dd) (by hand)

Notice of Collection

Personal information provided in accordance with this form will be collected and used by the Negotiations and Security Branch, Employee Relations Division, Ministry of Government Services 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. Questions about the collection of personal information under this program may be directed to the Manager of Contractor Security Screening, Negotiations and Security Branch, Employee Relations Division, Ministry of Government Services, 900 Bay Street, 2nd floor Macdonald Block. M2-49. Toronto ON M7A 1Y4 or AskNSB@ontario.ca or 416 325-9400).