

Contractor Security Screening REQUEST and VERIFICATION Form

For NSB, ERD Use Only
CSRA #
NSB Contractor File No.
Date Received (yyyy/mm/dd)

NOTES: Sections 1, 2, 4, 5 are completed by the Company Security Officer (CSO) for each contractor director, officer, worker, subcontractor or subcontractor worker requiring a security screening check.
 Section 3 is completed by the applicant.
 Section 4 may be completed by the approved verifier when submitting documentation for the CSO.
 Sections 6, 7 are completed by the ministry/IO program area contact.

1. Individual Category (this section to be completed by the Company Security Officer; check all that apply)

Company Security Officer
 Contractor Worker, Subcontractor or Subcontractor Worker
 Contractor Director or Officer

2. Applicant Information (this section to be completed by the Company Security Officer)

Last Name	First Name	Middle Name(s) (No Initials)	Date of Birth YYYY	MM	DD	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Address (Street No., Name, Unit, Suite, Floor)					Holder of Prior Security Clearance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City/Town/Municipality		Province	Postal Code	Name of Issuing Government		
Start and End Dates of Work Assignment (for Contractor Workers, Subcontractors or Subcontractor Workers) From (yyyy/mm/dd) To (yyyy/mm/dd)					Clearance Certificate Number	

3. Applicant Verification of Information (this section to be completed by the Applicant)

Signature (by hand)	Date (yyyy/mm/dd) (by hand)
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4. Verification of Information (this section to be completed by the Company Security Officer or approved verifier)

I confirm that the following security screening requirements have been verified for the above mentioned individual:

Verification of personal information including name, date of birth and address information (e.g. Driver's Licence).

Verification of employment, education, professional/trades accreditations or qualifications (reliability check) where required.

Name (please print)	Signature (by hand)	Date (yyyy/mm/dd) (by hand)
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5. Contractor Information (this section to be completed by the Company Security Officer)

Legal Company Name of Contractor Organization	Corporation Number	Business Number
Address (Street No., Name, Unit, Suite, Floor)		Email Address
City/Town/Municipality	Province	Postal Code
Name of Company Security Officer	Position Title	Telephone (incl. Area Code)

6. Ministry/IO Program Area Information (this section to be completed by the Ministry/IO Program Area)

Type of Screening Requested

Screening Clearance – General Screening Clearance – Enhanced Driver's Record

Name of Authorized Ministry/IO Program Area Official (Last Name, First Name)

Telephone (incl. Area Code)

Email Address

Ministry/Agency

Division

Branch

Section

Unit

Address (Street No., Name, Unit, Suite, Floor)

City/Town/Municipality/Province

Postal Code

7. Verification of Information by the Ministry/IO Program Area (this section to be completed by the Ministry/IO Program Area)

I confirm that the following security screening requirements have **either** been completed for the CSO **or** have been submitted for the contractor director, officer, worker, subcontractor, or subcontractor worker by the CSO:

- Verification of personal information including name, date of birth and address information (e.g. Driver's Licence)
- Verification of employment, education, professional/trades accreditations or qualifications (reliability check) where required.

Attachments:

- Contractor Security Screening Consent form
- Contractor Declaration form (in envelope sealed by the applicant)
- Description of Contractor Work Assignment (including the work assignment start and end date)

Name of Ministry/IO Program Area Official (please print)

Signature of Ministry/IO Program Area Official (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 NSB, ERD 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.