



International Association of Bridge, Structural, Ornamental and Reinforcing Ironworkers Local 752

RELIABILITY STATUS FOR FEDERAL SITES

Due to increased security levels on Federal Government sites, particularly the Department of Defence Properties, "Reliability Status" has become a requirement. This is a security clearance level needed by every person wishing to enter a construction site such as Shearwater, Greenwood, the Dockyard and Stadacona and other Federal properties where sensitive materials or documents are stored.

We have posted on our website a copy of the "Personnel Screening, Consent and Authorization Form". Advice will also be provided on our website on what information you would need to provide and which boxes to check. Please follow these guidelines closely as the forms must be completed as directed to be accepted.

Submitting these forms is voluntary but the security clearance will be a requirement to be dispatched to these jobs. Reliability Status must already be granted to bid on these jobs because the time required to complete the security checks can be lengthy.

Previously, only an Employer could submit these forms on your behalf. Thanks to a combined effort by the Building Trades and our local union, our local is now able to apply for your screening on your behalf. This will assist us greatly in dispatching accordingly from the hall.

If you require assistance in the completion of these forms, Neil Horne, Andr ea Hodder-McIsaac and I have all been cleared by the Federal Government to provide you with the extra help you need. Please contact us at 902-450-5615 or visit us at 24 Lakeside Park Drive, Unit 103, Lakeside.

Thank you for your cooperation.

George MacDougall
Business Manager & FS-T

24 Lakeside Park Drive, Unit 103, Lakeside, Nova Scotia B3T 1L1

Office: 902-450-5615

Fax.: 902-450-5082

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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 Male 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 ()

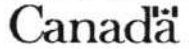
2	Apartment number	Street number	Street name	Civic number (if applicable)	From Y M To Y M
	City		Province or state	Postal code	Country Telephone number ()

Have you previously completed a Government of Canada security screening form? Yes 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? Yes 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



Cont'd B.

Surname and full given names	Date of birth
	Y M D

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 ()

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 ()

Apartment number	Street number	Street name	Civic number (if applicable)	From Y M	To Y M
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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)

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, 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.



Fingerprints applicant request form Contract Security Program

To: Personnel security screening applicant

A criminal record check with the Royal Canadian Mounted Police (RCMP) is required to process your personnel security screening request with the Government of Canada. To complete this check, visit an RCMP-accredited third-party fingerprint service provider and have your fingerprints taken electronically and submitted to the RCMP. **Please bring this form with you and ask the officer conducting your fingerprint check to complete the below portion of the form.** Please request this officer to forward your fingerprint results electronically to this Originating Agency Identifier (ORI) number:

**Contract Security Program, Public Services and Procurement Canada:
ORI number PQ80800**

<http://www.rcmp-grc.gc.ca/en/who-can-conduct-criminal-record-check#ac>

To: Accredited third-party fingerprint service provider

Please assist the applicant in filling this form. The applicant is required to include their document control number (DCN) on their personnel security screening application form. This allows the Contract Security Program to continue processing their personnel security screening request. Without this number, the program will be unable to match the incoming criminal record check results from the RCMP, with their application, delaying the applicant's request. **Please ensure the DCN is accurate.**

Applicant name: _____
Fingerprint service provider (Legal name): _____
Name of officer conducting fingerprint check: _____
Date: _____

The applicant must be provided with the 20-digit DCN.

Document control number (DCN). Please write carefully and clearly.

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General enquiries

Telephone: 1-866-368-4646 or 613-948-4176 (Monday to Friday, 8 am to 5 pm eastern time)

Email: ssi-iss@tpsqc-pwqsc.gc.ca

Version 1.0

Page 2

Top Line Give your surname, first and middle names and D.O.B. again.

Section C

Line 1	Check Box	Initial Next Box	Leave the rest blank
Line 2	Check Box	Initial Next Box	Leave the rest blank
Line 3	Check Box	Initial Next Box	Leave the rest blank
Line 4	Leave blank	Leave blank	Leave the rest blank
Line 5	Leave blank	Leave blank	Leave the rest blank
Line 6	Provide signature and date (year-month-day) You are finished. Go to "Important" below.		

Section D

Line 1 & 2 Leave Blank (Office Use Only)

Section E

Line 1, 2 & 3 Leave Blank (Office Use Only)

Do **Not** provide a photo

IMPORTANT - Provide a photo copy of your Birth Certificate (both sides) and a **color** copy of your driver's license (both sides).

OR

Provide a photo copy of your Birth Certificate (both sides) and a **color** copy of your Passport photo page (one side).

Put all these images on one page.

Scan in **color** and email to

*iron.worker@NS.Sympatico.ca or drop off at 24 Lakeside Park Drive,
Unit 103, Lakeside, NS or mail to 24 Lakeside Park Dr., Unit 103
Lakeside, NS, B3T 1L1*