# Security Screening and Reliability Status





Security screening is a contract requirement for those who handle mail or have access to Canada Post facilities and systems. **Compliance is mandatory.** 

The pages that follow are designed to help you fill out the **Personnel Screening, Consent and Authorization Form**.

The step-by-step process takes a matter of minutes. Print a copy of the form before completing it.

#### Three reasons security screening matters to you

- 1. The Government of Canada Security Policy requires not just employees but contractors and those who work for them to have reliability status, which is basic security screening.
- 2. Respecting privacy and protecting personal information is fundamental to Canada Post's business and central to the trust of its brand. It is also the law.
- 3. Without reliability status, contractors or their employees are not allowed to handle the mail, and they can be denied access to Canada Post facilities.

#### **Contract-holder obligation**

Businesses that hold contracts with Canada Post must designate company security officers (CSOs) and alternates (ACSOs) who are security screened prior to processing forms for employees. These are generally business owners or others who manage, recruit, interview, appoint or keep records of employees. They are referred to as leads.

### Security screening in three simple steps

#### 1. Applicant

Fill out the Personnel Screening, Consent and Authorization Form using black or blue ink, and return it to your CSO or ACSO for review and submission.

## 2. Applicant to CSO or ACSO

Provide two pieces of valid Canadian government-issued identification (one with a photo).

#### 3. CSO or ACSO

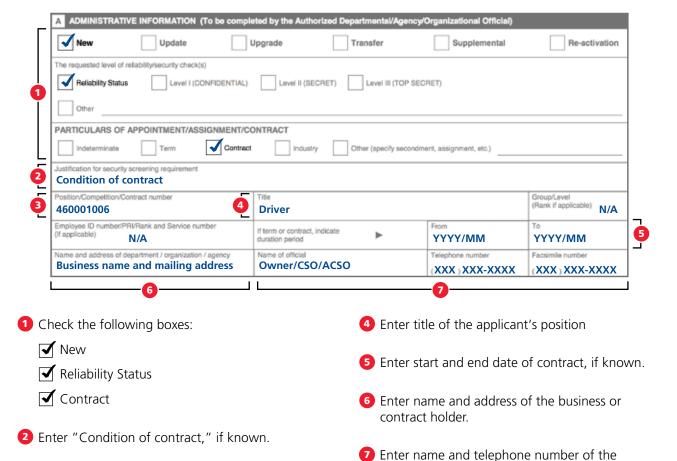
Send documents to Canada Post's Security and Investigation Services by using regular mail or one of Canada Post's secure, trackable services (Priority<sup>TM</sup> or Xpresspost<sup>TM</sup>). Forms can also be sent by email to **personnel.security@canadapost.ca**. Security screening forms that are properly filled out are processed within five business days. Processing may be delayed if additional requirements are needed (e.g. fingerprinting).

Click here to download the Personnel Screening, Consent and Authorization Form.

#### **SECTION A – Administrative information**

Organization's official, company security officer (CSO) or alternate (ACSO):

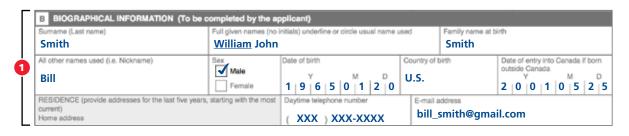
Complete steps 1 to 7



### **SECTION B - Biographical information**

Applicant/employee: Complete step 1

Enter contract number, if known.



business owner, CSO or ASCO who holds

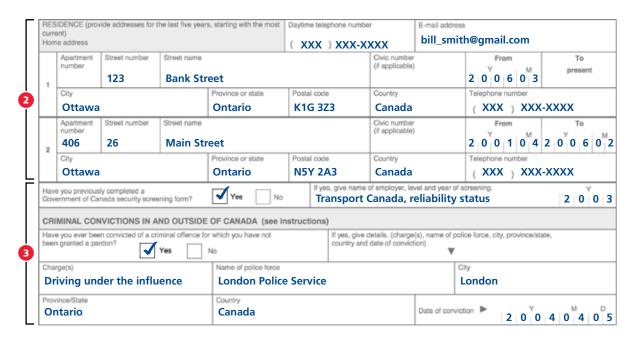
the contract.

1 Enter your information.

#### **SECTION B - Biographical information (continued)**

**Applicant/employee:** Complete steps 2 to 3 (five-year residence history and criminal convictions) with no gaps or overlaps in the dates given.

In the event that additional space is needed, complete these sections on a separate sheet of paper. Provide this sheet along with the completed Personnel Screening, Consent and Authorization Form.



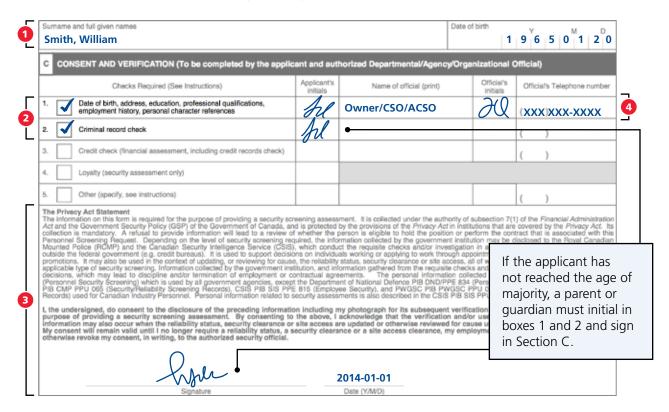
- 2 a. If you arrived in Canada less than five years ago, please provide a copy of your permanent resident card.
  - b. If you are a permanent resident and you resided outside of Canada for greater than one year after the date your permanent resident card was issued, provide a police certificate from the country you resided in.
  - c. If you are a Canadian citizen but have resided outside Canada within the past five years for greater than one year, provide a police certificate from the country you resided in.
- 3 Should an individual's file contain adverse information, Canada Post's Security and Investigation Services will thoroughly evaluate the file on a case-by-case basis before granting or denying reliability status.

If you know you have a conviction for a criminal offence, it is in your best interest to be honest when you fill out the form. A conviction may not disqualify you from being cleared. Security and Investigation Services weigh your age at the time of the offence, the nature and severity of the offence and its relevance to your services. (Those who have indicated a criminal record will be subject to a more involved screening that could take up to 120 days. These applicants may be given an opportunity to explain the offence to a postal inspector.)

#### **SECTION C - Consent and verification**

Applicant/employee: Complete steps 1 to 3

Business owner, CSO or ACSO: Complete step 4



- **1 Applicant:** Enter name and date of birth in the boxes at the top of page 2, directly above Section C.
- **2 Applicant:** Check boxes 1 and 2 and initial the corresponding sections, where indicated.
- **3 Applicant:** Read The Privacy Act Statement, sign and date in space provided at the bottom of Section C.
- Business owner, CSO or ACSO:
  - 1. Enter name under Name of official in box 1.
  - 2. Initial beside printed name under Official's initials in box 1.
  - 3. Enter telephone number under Official's telephone number in box 1.

Once completed, applicant must return form to CSO or ACSO for review and submission.

#### **SECTION D – Review**

Business owner, CSO or ACSO: Complete step 1



1 Enter your information.

Do not complete Section E.

### **Identification requirements**

**Applicants** must provide a copy of two valid pieces of Canadian government-issued identification, one of which must have a photo.

**For business owners who hold the contract**, their CSOs or alternates must sign and date copies of the identification to be certified.

# Acceptable identification

- Driver's licence issued in Canada, which includes a laminated photograph
- Canadian passport
- Canadian birth certificate

# Unacceptable identification

- Social insurance number (SIN) card
- Health card
- Employee identification card
- Credit card

Ensure all copies are legible. If they are difficult to read, the form will be returned, causing delays.

# The following documents are also acceptable identification, provided they are current and valid:

- Permanent resident card
- Firearm possession card
- Canadian Forces ID card
- Canadian citizenship card
- Liquor age of majority card
- Canadian work permit
- NEXUS or CANPASS membership ID issued by the Canada Border Services Agency
- Certificate of Indian Status card
- Provincial/territorial ID card
- National ID card for the blind (CNIB)

For more information about security screening, please contact **personnel.security@canadapost.ca** or call **855-531-7764**.

## Mailing address for security screenings:\*

SECURITY SCREENING
CANADA POST SECURITY AND INVESTIGATION SERVICES
2701 RIVERSIDE DRIVE SUITE N0830
OTTAWA ON K1A 0B1

Security screening forms can also be scanned and sent by email to **personnel.security@canadapost.ca**.

\*Send documents to Canada Post's Security and Investigations Services by using regular mail or one of Canada Post's secure, trackable services (Priority or Xpresspost) to send sensitive information by mail. Security screening forms that are properly filled out are processed within five business days. Processing may be delayed if additional requirements are needed (e.g. fingerprinting).