

SECURITY SCREENING INSTRUCTION GUIDE

Introduction

This step-by-step guide will help you fulfill all the requirements of security screening. To start the security screening process, applicants must complete and submit the following:

- Personnel Screening, Consent and Authorization Form
- All required supporting documents
- A set of fingerprints

YOU WILL NEED TO PRINT FORMS.

If you do not have access to a printer, you can save the forms to your desktop or laptop computer or on a memory stick, then arrange to print it at:

- A printing service or stationery store
- Friends, relatives or neighbours
- Public libraries
- Community centres
- Internet cafes
- Canada/Student employment centres
- Campus career centres
- Service Canada centres (call 1-800-622-6232 for locations)

Read and follow the instructions carefully. The security screening cannot be completed until all the required documents have been received. Any missing information or documents will delay the security screening process and may result in having to resubmit the application.

A. Completing the Personnel Screening, Consent and Authorization Form

As a condition of employment with Canada Post, you must undergo the personnel security screening process and be granted Reliability Status before an offer of employment can be made.

You are therefore required to complete the attached Personnel Screening, Consent and Authorization Form. Read and follow the instructions carefully. Any missing information will result in the form being returned to you and may cause a delay in the security screening process.

1. Complete Section B of page 1 of this form using a computer printer. Do not complete this form by hand, as handwritten forms may be difficult to read.

| B BIOGRAPHICAL INFORMATION (To be completed by the applicant) | | | | | | | | | |
|---|-------------------------------|---|---|---|--|---|--|---|--|
| Surname (Last name) Smith | | | Full given names (no initials) underline or circle usual name used William, Roger, Joseph | | | | Family name at birth Smith | | |
| All other names used (i.e. Nickname) Bill | | | Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female | Date of birth Y M D 1 9 6 5 0 4 0 2 | | Country of birth Ireland | | Date of entry into Canada if born outside Canada Y M D 1 9 7 5 1 0 3 1 | |
| RESIDENCE (provide addresses for the last five years, starting with the most current) Home address | | | | Daytime telephone number (613) 734-3000 | | | E-mail address billsmith@hotmail.com | | |
| 1 | Apartment number 24 | Street number 250 | Street name Main Street | | | Civic number (if applicable) | From Y M 2 0 1 0 0 5 | To present | |
| City Ottawa | | Province or state Ontario | Postal code K1A 0B1 | Country Canada | | Telephone number (613) 123-4567 | | | |
| 2 | Apartment number | Street number 90845 | Street name 3rd Avenue | | | Civic number (if applicable) | From Y M 2 0 0 5 0 1 | To Y M 2 0 1 0 0 5 | |
| City Vancouver | | Province or state BC | Postal code V1A 0B1 | Country Canada | | Telephone number (604) 123-4567 | | | |
| Have you previously completed a Government of Canada security screening form? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | | If yes, give name of employer, level and year of screening. Public Works - Reliability Status | | | Y 2 0 1 0 | | |
| 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | | If yes, give details. (charge(s), name of police force, city, province/state, country and date of conviction) | | | | | |
| Charge(s) DUI | | Name of police force Toronto Police Service | | | | City Toronto | | | |
| Province/State Ontario | | Country Canada | | Date of conviction Y M D 1 9 9 2 0 7 | | | | | |

TBS/SCT 330-23E (Rev. 2006/02) -1- Canada

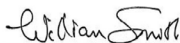
- a) In the Full given names field, enter your full given names, including any middle names, and circle or underline the usual name used.
- b) You must provide your residential addresses for the past five consecutive years without gaps or overlaps. If you require additional space, use the Additional Information Form.
- c) Criminal convictions: If you answered "Yes" to the question in this area and more space is required, use the additional information form. **List only criminal convictions for which a pardon has not been granted.** Driving under the influence (DUI) is a criminal offence and must be documented if no pardon has been obtained.

2. Complete Section C of page 2 of the Personnel Screening, Consent and Authorization Form.
 - a) At the top, write your surname, given names and date of birth.
 - b) Place handwritten check marks and handwritten initials at lines C1, C2 and C3; do not use a computer printer. **Do not fill in the areas to the right of the Applicant's initials.**
 - c) Sign the form and indicate the date it was completed.

| C CONSENT AND VERIFICATION (To be completed by the applicant and authorized Departmental/Agency/Organizational Official) | | | | |
|--|----------------------|--------------------------|---------------------|-----------------------------|
| Checks Required (See Instructions) | Applicant's initials | Name of official (print) | Official's initials | Official's Telephone number |
| 1. <input checked="" type="checkbox"/> Date of birth, address, education, professional qualifications, employment history, personal character references | WS | | | () |
| 2. <input checked="" type="checkbox"/> Criminal record check | WS | | | () |
| 3. <input checked="" type="checkbox"/> Credit check (financial assessment, including credit records check) | WS | | | () |
| 4. <input type="checkbox"/> Loyalty (security assessment only) | | | | |
| 5. <input type="checkbox"/> Other (specify, see instructions) | | | | () |

The Privacy Act Statement
 The information on this form is required for the purpose of providing a security screening assessment. It is collected under the authority of subsection 7(1) of the *Financial Administration Act* and the *Government Security Policy (GSP)* of the Government of Canada, and is protected by the provisions of the *Privacy Act* in institutions that are covered by the *Privacy Act*. Its collection is mandatory. A refusal to provide information will lead to a review of whether the person is eligible to hold the position or perform the contract that is associated with this Personnel Screening Request. Depending on the level of security screening required, the information collected by the government institution may be disclosed to the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS), which conduct the requisite checks and/or investigation in accordance with the GSP and to entities outside the federal government (e.g. credit bureaus). It is used to support decisions on individuals working or applying to work through appointment, assignment or contract, transfers or promotions. It may also be used in the context of updating, or reviewing for cause, the reliability status, security clearance or site access, all of which may lead to a re-assessment of the applicable type of security screening. Information collected by the government institution, and information gathered from the requisite checks and/or investigation, may be used to support decisions, which may lead to discipline and/or termination of employment or contractual agreements. The personal information collected is described in Standard PIB PSU 917 (Personnel Security Screening) which is used by all government agencies, except the Department of National Defence PIB DND/PPE 834 (Personnel Security Investigation File), RCMP PIB CMP PPU 065 (Security/Reliability Screening Records), CSIS PIB SIS PPE 815 (Employee Security), and PWGSC PIB PWGSC PPU 015 (Personnel Clearance and Reliability Records) used for Canadian Industry Personnel. Personal information related to security assessments is also described in the CSIS PIB SIS PPU 005 (Security Assessments/Advice).

I, the undersigned, do consent to the disclosure of the preceding information including my photograph for its subsequent verification and/or use in an investigation for the purpose of providing a security screening assessment. By consenting to the above, I acknowledge that the verification and/or use in an investigation of the preceding information may also occur when the reliability status, security clearance or site access are updated or otherwise reviewed for cause under the *Government Security Policy*. My consent will remain valid until I no longer require a reliability status, a security clearance or a site access clearance, my employment or contract is terminated, or until I otherwise revoke my consent, in writing, to the authorized security official.


 Signature

2021.05.01
 Date (Y/M/D)

The document provided needs to be signed and dated in the last 6 months from the date submitted, if not it will be returned.

3. The following table provides additional requirements for applicants who have not lived in Canada for the past five (consecutive) years. Those documents must be provided along with the other security documents requested.

| Documents required | Original police certificate from country of residence | Copy of the confirmation of permanent resident, record of landing or permanent resident card, if available | Letters of employment from foreign employers | Other documentation such as public utility bills to substantiate that you resided in that country during the specified time |
|---|---|--|--|---|
| Applicants including Canadian citizens who have lived outside of Canada for more than 12 months | Yes | No | No | No |
| Temporary residents | Yes | No | No | No |
| Permanent residents | No | Yes | No | No |
| Refugee status | Reviewed by Security on a case by case basis | No | No | No |

Applicants who have not lived in Canada for five full years and have resided in the U.S. must provide Canada Post with an Identity History Summary from the FBI as part of the security screening process. There may be a non-refundable fee for this document. The following link provides more information: fbi.gov/services/cjis/identity-history-summary-checks.

B. Supporting documents and identification

In order to confirm their identity, all applicants must submit a photocopy of **two valid (not expired), original pieces of Canadian government-issued identification**. Documents with information on both sides must be copied front and back. **ONE PIECE OF ID MUST SHOW A PHOTO.**

| Valid pieces of identification | Acceptable secondary pieces of identification | Not acceptable as identification |
|---|---|---|
| <ul style="list-style-type: none"> • Driver's license issued in Canada, which includes a laminated photograph • Valid Canadian passport • Permanent resident card • Firearm possession card • Canadian Forces ID card • Canadian citizenship card • Liquor age of majority card (BYID) • Canadian work permit / Visa • NEXUS / FAST-EXPRESS membership ID (issued by Canada and/or U.S.) • CANPASS membership ID issued by the Canada Border Services Agency • Certificate of Indian Status card • Provincial / Territorial ID card • CNIB National ID card • Healthcare card (excluding Manitoba, Ontario and PEI) | <ul style="list-style-type: none"> • Foreign passport (when accompanied by valid Canadian government-issued ID) • Canadian birth certificate • Pleasure craft operator card • Baptismal certificate • Hunting License • Pilot License • Security guard license | <ul style="list-style-type: none"> • Social insurance number card (SIN) • Health card from Manitoba, Ontario and PEI • Employee identification cards • Credit cards • Foreign identification (exception: foreign passport, see <i>Acceptable secondary pieces of identification</i>) |

C. Completing the fingerprinting process

Booking an appointment

Select a fingerprinting location either from a Canada Post or Commissionaires locations listed below.

If you are not in any of the locations listed below, contact the local police services in your area. You may find further fingerprinting location options by typing the words “fingerprinting agencies” in any search engine on the Internet. This service is provided by many local police services, the RCMP and accredited agencies.

Note: In the province of Québec, it is not recommended to go to la Sûreté du Québec for fingerprinting. They cannot provide us results electronically, and this may cause a delay in completing the fingerprinting process.

| CANADA POST FINGERPRINTING LOCATION | | |
|--|-------------------------|---|
| British Columbia | | |
| Richmond | 604-273-1606, ext. 5940 | 170-5940 FERGUSON ROAD RICHMOND BC V7B 0B1 |
| To book an appointment, call between 8:00 a.m. and 11:00 p.m. any day of the week. Appointments are recommended and are available between the hours indicated above, except on national holidays. | | |

| | | |
|---|-------------------------|--|
| Alberta | | |
| Calgary | 403-974-2000, ext. 2112 | 1100 49TH AVENUE NE ROOM 833 CALGARY AB T2E 0A0 |
| To book an appointment, call between 8:30 a.m. and 8:30 p.m. Monday to Friday. Appointments are recommended and are available between the hours indicated above, except on national holidays. | | |
| Edmonton | 780-945-2600, ext. 2649 | 12135 149 ST EDMONTON AB T5L 5H2 |
| To book an appointment, call between 8:30 a.m. and 8:30 p.m. Monday to Friday or Sunday between 9:00 a.m. and 2:30 p.m. Appointments are recommended and are available between the hours indicated above, except on national holidays. | | |

| | | |
|---|-------------------------|---|
| Manitoba | | |
| Winnipeg | 204-987-5100, ext. 2010 | 1870 WELLINGTON AVENUE WINNIPEG MB R3C 3H3 |
| To book an appointment, call between 9:00 a.m. and 10:00 p.m. Monday to Friday or Saturdays between 9:00 a.m. and 2:30 p.m. Appointments are recommended and are available between the hours indicated above, except on national holidays. | | |

| Ontario | | |
|--|---|---|
| Mississauga | 905-206-5244 or 905-206-5245 | 4567 DIXIE ROAD MISSISSAUGA ON L4W 1S2 |
| To book an appointment, call between 8:30 a.m. and 11 p.m. any day of the week. Appointments are recommended and are available between the hours indicated above, except on national holidays. | | |
| Toronto | 416-462-5082 | 969 EASTERN AVENUE TORONTO ON M4L 1A5 |
| Call 24/7 to book an appointment. The schedule for fingerprinting is between 9:00 a.m. and 4:00 p.m., Monday to Friday , and between 10:00 a.m. and 3:00 p.m., Saturday and Sunday. Appointments are mandatory and are available between the hours indicated above, except on national holidays. | | |
| Scarborough (Albert Jackson) | 416-288-3133 | 1395 TAPSCOTT RD SCARBOROUGH ON M1X 0A1 |
| To book an appointment, call between 8:30 a.m. and 10:00 p.m. Monday to Friday or between 11:30 a.m. and 10:00 p.m. Saturday and Sunday. Appointments are recommended and are available between the hours indicated above, except on national holidays. | | |
| Ottawa | 613-734-1400 or Supervisor 613-734-1458 | 1424 SANDFORD FLEMING AVE OTTAWA ON K1A 0A0 |
| To book an appointment, call between 8:30 a.m. and 10:00 p.m. Monday to Friday or between 11:30 a.m. and 10:00 p.m. Saturday and Sunday. Appointments are recommended and are available between the hours indicated above, except on national holidays. | | |
| Ottawa | 613-734-7420 | 2701 RIVERSIDE DRIVE OTTAWA ON K1A 0B1 |
| To book an appointment, call between 8:00 a.m. and 5:00 p.m. Monday to Friday. Appointments are recommended and are available between the hours indicated above, except on national holidays. | | |
| London | 519-457-5339 | 951 Highbury Ave LONDON ON N5Y 1B0 |
| Call to book your appointment. The schedule for fingerprinting is Monday to Friday 2:00 to 5:00 a.m., 9:00 a.m. to 2:30 p.m., 3:30 to 6:30 p.m. and Sunday 10:00 a.m. to 6:30 p.m. Appointments are recommended and are available between the hours indicated above, except on national holidays or on Saturdays. | | |
| Hamilton | 905-664-0000, ext. 1 | 393 MILLEN RD STONE CREEK ON L8E 5A8 |
| To book an appointment, call between 8:30 a.m. and 10:00 p.m. Monday to Friday. Leave a message and we will contact you. Appointments are recommended and are available between the hours indicated above, except on national holidays. | | |
| Kitchener | 519-748-3081 ext. 2000 or 519-748-3082 ext. 2001 | 70 TRILLIUM DRIVE, KITCHENER ONTARIO N2E 0E2 |
| Call to book your appointment. The schedule for fingerprinting is Monday to Friday 8:00 a.m. and 8:00 p.m. Appointments are recommended and are available between the hours indicated above, except on national holidays. | | |

| Quebec | | |
|--|--|---|
| Montréal | 514-345-7000 or Supervisor 514-345-7006 | 555 RUE MCARTHUR VILLE ST-LAURENT QC H4T 1T4 |
| To book an appointment, call between 8:00 a.m. and 11:00 p.m. any day of the week. Appointments are recommended and are available between the hours indicated above, except on national holidays. | | |

| Nova Scotia | | |
|---|-------------------------|---|
| Halifax | 902-494-4001, ext. 4691 | 6175 ALMON STREET HALIFAX NS B3K 5N2 |
| To book an appointment, call between 7:00 a.m. and 10:30 p.m. Monday to Friday. Appointments are recommended and are available between the hours indicated above, except on national holidays. | | |

Commissionaires digital fingerprint locations

As of October 22, 2021.

For availability and services contact your local Commissionaires office.

| British Columbia | | |
|------------------------------------|---|--|
| SURREY Central City Mall | 604-497-0389 | Unit 140, 13450 102 Avenue, Surrey, BC V3T 5X3 https://commissionaires.bc.ca/fingerprinting/ |
| VICTORIA | 250-727-7755, ext. 119 | 928 Cloverdale Avenue, Victoria, BC V8X 2T3 |
| VANCOUVER | 604-646-3330, ext. 2 | 595 Howe Street, 6th floor, Vancouver, BC V6C 2T5 https://commissionaires.bc.ca/fingerprinting/ |
| NANAIMO | 250-754-1042 | 11 Port Drive, Nanaimo, BC V9R 0C7 |
| KELOWNA | 250-979-4773 | 346 Lawrence Avenue, Suite 100, Kelowna, BC V1Y 6L4 https://commissionaires.bc.ca/fingerprinting/ |
| Alberta | | |
| CALGARY | 403-244-4664, ext. 138 matthew.blasius@cccsab.ca | 1107-53 Avenue NE, Calgary, AB T2E 6X9 |
| COLD LAKE | 780 594 5690 | 4910 - 50 Avenue, Unit 121, Cold Lake, AB T9M 0G1 https://www.commissionaires.ab.ca/ |
| EDMONTON | 780-451-1974 | 10633-124th Street, Edmonton, AB T5N 1S5 https://www.commissionaires.ab.ca/ |
| MEDICINE HAT | 403-487-5496, ext. 212 michelle.lloyd@cccsab.ca | Cypress Centre, 2055 21 Avenue SE, Medicine Hat, AB T1A 7N1 |
| LETHBRIDGE | 403-327-1222 rebecca.derksen@cccsab.ca | 4-4002 9 Avenue N, Lethbridge, AB T1H 6T8 |
| RED DEER | 403-314-4142 linda.hawley@cccsab.ca | #107, 4807-50th Avenue, Red Deer, AB T4N 4A5 |
| Saskatchewan | | |
| REGINA | 306-757-0998 | Alpine Village Mall, 122 Albert Street, Regina, SK S4R 2N2 |
| SASKATOON | 306-244-6588 | 110-145 1 st Ave North, Saskatoon, SK S7k 1W6 |
| Manitoba | | |

| | | |
|----------------------------------|---|---|
| WINNIPEG | 204-942-5993, ext. 2246, 2230, 2224, 2221 | 870 Portage Avenue, Winnipeg, MB R3G 0P1 https://commissionaires.ca/en/manitoba/service/criminal-record-checks |
| Ontario | | |
| BARRIE | https://commissionaires-cgl.ca/contact_us/ | 5 Bell Farm Road, Unit #6, Barrie, ON L4M 5G1 |
| BELLEVILLE | 613-962-6500 | 365 North Front Street, Suite 200, Belleville, ON K8P 5A5 |
| COBOURG | 905-372-1106 | 541 William Street, Unit 6, Cobourg, ON K9A 3A4 |
| CORNWALL | 613-932-7274 | 14 Third St. East Cornwall, ON K6H 2C7 |
| HAMILTON | idservice@bellnet.ca | 151 York Boulevard, Suite 208, Hamilton, ON L8R 3M2 https://app.acuityscheduling.com/schedule.php?owner=21129271 |
| KINGSTON | 613-634-4432, ext. 160 | 737 Arlington Park Place, Kingston, ON K7M 8M8 https://app.acuityscheduling.com/schedule.php?owner=20185579 |
| LONDON | https://commissionaires-cgl.ca/contact_us/ | 1112 Dearness Drive, Unit 14, London, ON N6E 1N9 |
| MISSISSAUGA | https://commissionaires-cgl.ca/contact_us/ | 6200 Dixie Road, Unit 109, Mississauga, ON L5T 1A6 |
| OAKVILLE | https://commissionaires-cgl.ca/contact_us/ | 2947 Portland Drive, Oakville, ON L6H 5S4 |
| OTTAWA | 613-231-6462, ext. 451 | 24 Colonnade Road, Ottawa, ON K2E 7J6 www.NeedFingerprints.com |
| OTTAWA downtown | 613-288-0721 | 100 Gloucester Street, Suite 101, Ottawa, ON K2P 0A4 www.NeedFingerprints.com |
| SCARBOROUGH | https://commissionaires-cgl.ca/contact_us/ | Suite 217, 885 Progress Avenue, Scarborough, ON M1H 3G3 |
| SUDBURY | 705-673-2005 | 102-860 LaSalle Boulevard, Sudbury, ON P3A 1X5 www.NeedFingerprints.com |
| TORONTO King and Yonge | https://commissionaires-cgl.ca/contact_us/ | 15 Toronto Street, Suite 302, Toronto, ON M5C 2E3 |
| WINDSOR | 519-966-9651, ext. 1 | 3063 Walker Road, Windsor, ON N8W 3R9 www.NeedFingerprints.com |
| PETAWAWA | 613-687-7266 | Garrison Petawawa, S-601, 101 Menin Road, Petawawa, ON K8H 2X3 www.NeedFingerprints.com |
| Québec | | |
| GATINEAU | 819-776-0004, ext. 5 | 721 boul. Saint-Joseph, Gatineau (Hull), QC J8Y 4B6 www.NeedFingerprints.com |
| MONTRÉAL | 514-273-8578, option 1 | 1001 rue Sherbrooke Est, Lobby, Montréal, QC H2L 1L3 <i>Reduced hours 08:00 to 16:00, Monday to Friday</i> |
| QUÉBEC | 418-681-0609, ext. 3362 | 1170 boul. Lebourgneuf, Suite 104, Québec, QC G2K 2E3 |
| TROIS-RIVIÈRES | 873-387-0582, ext. 7010 | 4976 rue Bellefeuille, Trois-Rivières, QC G9A 5Y4 |
| JONQUIERE | 418-512-9996 | Feubourg-Sagamie, 475 - 2655 boul. Du Royaume, Jonquire, QC G7S 4S9 |

| New Brunswick and Prince Edward Island | | |
|---|--------------|---|
| FREDERICTON | 506-454-6992 | 830 Hanwell Road, Suite 4B, Fredericton, NB E3B 6A2 |
| MONCTON | 506-854-0572 | 272 George Street, Suite 120, Moncton, NB E1C 1W6 |
| SAINT JOHN | 506-634-8000 | 160 Mark Drive, Saint John, NB E2S 4H5 |
| CHARLOTTETOWN | 902-894-7026 | 200 Richmond Street, Charlottetown, PE C1A 1J2 |
| Nova Scotia | | |
| HALIFAX | 902-429-0682 | 1903 Barrington Street, Suite 2075, Halifax, NS B3J 3L7 |
| SYDNEY, Cape Breton | 902-539-8519 | 503 Prince Street, Sydney, NS B1P 5L8 |
| KENTVILLE | 902-678-9758 | 325 Main Street, Kentville, NS B4N 1K5 |
| TRURO | 902-843-3444 | 160 Esplanade Street, Truro, NS B2N 2K3 |
| Newfoundland and Labrador | | |
| ST JOHN'S | 709-754-0757 | 45 Pippy Place, St. John's, NL A1B 3X2 https://commissionairesnl.as.me/schedule.php |

Ink only locations

| BROCKVILLE | 613-345-6035 | 779 Chelsea Court, Unit A-1, Brockville, ON K6V 7E6 |
|--|--|--|
| Affiliates | | |
| BRAMPTON (BLS Int.) | livescan@blsinternational.net | 10 Gillingham Drive, Unit# 201A, Brampton, ON L6X 5A5 |
| BRAMPTON (FIPS) | 905-497-3477 | 7900 Hurontario Street, Unit 301, Brampton, ON L6Y 0P6 |
| CALGARY (Heritage College) | 403-230-8179 | 140-3015 12 Street NE, Calgary, AB T2E 7J2 |
| CHARLOTTETOWN (C5ID) | 902-892-1211 | 393 University Avenue, Unit # 11, Charlottetown, PE C1A 4N4 |
| MARKHAM (Fingerprinting Security Canada) | 905-479-7788 | #210-80 Acadia Avenue, Markham, ON L3R 9V1 https://www.fingerprintingsecuritycanada.com/book-online-1 |
| MONTRÉAL (Groupe Securi-Check) | 1-844-432-2432, ext. 6 info@securi-check.com | 10440-C avenue Henault, Montréal, QC H1G 5R4 https://www.securi-check.com/en/digital-fingerprinting/ |
| LONGUEUIL (Groupe Securi- Check) | 1-844-432-2432, ext. 6 info@securi-check.com | 1144 Saint-Laurent Ouest, bureau 220, Local 6, Longueuil, QC J4K 1E2 https://www.securi-check.com/en/digital-fingerprinting/ |
| PETERBOROUGH (National Fingerprint) | 705-400-7050 | 184 Charlotte Street, Suite 202, Peterborough, ON K9J 2T8 |
| REGINA (Fingerprint Pardon Services) | 306-205-2532 info@fingerprintpardon.com | 1810 Albert Street, Regina, SK S4P 2S8 http://www.fingerprintpardon.com/ |
| TORONTO (CII) | 416-506-4444 | 339 Bloor Street West, Unit 217, Toronto, ON M5S 1W7 |
| TORONTO (FIPS) | 416-663-3477 | 1280 Finch Avenue West, Unit 417, Toronto, ON M3J 3K6 |
| TORONTO (Toronto Fingerprinting Services) | 437-886-7086 info@torontofingerprinting.ca | 4750 Yonge Street, Unit 356, Toronto, ON M2N 0J6 https://torontofingerprinting.ca/schedule-appointments/ |

Fingerprinting requirements

1. Open the **Fingerprints request form** attached to the email and **print**. Make sure to **bring it with you at the time of fingerprinting**. Those who have forgotten their form will not be able to get their fingerprints taken and will need to return with the form at another time. This form is to be completed by Fingerprint Service personnel.
2. In order for your identity to be verified, you must bring two pieces of valid Canadian government-issued identification, including one that shows a photo, to your fingerprinting appointment. All identification must be valid and not expired.
3. Fingerprinting can be done two ways, only one of which is required.


Electronic scanning requires receiving the following document from the service provider:

- the completed Canada Post Fingerprints form with only the Document control number (DNC) indicated.

Ink and roll requires receiving the following documents from the service provider:

- the completed Canada Post Fingerprints form; no DNC is required in this case;
- an original set of fingerprint impressions on paper form C-216C (green form).

Fingerprints Request Form



SECTION A – APPLICANT

A criminal record check with the Royal Canadian Mounted Police (RCMP) is required to process your personnel security screening request with Canada Post. To complete this requirement, visit a Canada Post site with fingerprinting capabilities or a Commissionaire location, 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 that this officer forward your fingerprint results electronically to :

- Canada Post
- ORI Number ON80223
- Transaction type – Employment Federal Government

SECTION B – FINGERPRINT SERVICE PROVIDER

Please fill out the following part of the form. The applicant is required to include the document control number (DCN) with their Personnel Security Screening application form. This will allow Canada Post to match the criminal record check results from the RCMP with their application and follow up in case of non-receipt.

Applicant Name: _____ DOB: _____


Fingerprint Service Provider or Stamp: _____

Location: _____


Officer conducting the fingerprint check: _____ Date: _____

DCN : - - - -

IF DROP DOWN SELECTION IS UNAVAILABLE, PROVIDE A PAPER COPY OF FINGERPRINTS ON FORM C-216C TO THE CANDIDATE WHO WILL PROVIDE IT TO THE HUMAN RESOURCES REPRESENTATIVE OR COMPANY SECURITY OFFICER.



PERSONNEL SECURITY
CANADA POST
2701 RIVERSIDE DR SUITE N0060
OTTAWA ON K1A 0B1
General Inquiries Telephone 1-855-531-7764
Email personnel.security@canadapost.ca



FOR COMMISSIONAIRES' USE ONLY: If digital fingerprints are available, provide digital prints only. The applicant is not to be charged at the time of fingerprinting. Once prints are completed, email idservicesupport@commissionaires-ottawa.on.ca with the name and DCN of the transaction.

22-053-199 (18-01)

Make sure to mail the original set of ink fingerprints to our department in order for us to process your request.

D. Submitting required documents

Once you have completed the fingerprinting process, submit the following documents to your Canada Post representative:

- Fingerprints Form, with sections A and B completed.
- If fingerprints were taken using the ink and roll method, the paper form and all documents must be submitted in their original form; they cannot be scanned and emailed. Forms are to be submitted to your Canada Post representative by mail or courier service of your choice.
- Personnel Screening, Consent and Authorization Form, with required signatures and supporting documentation, only if it has not been submitted.
- Supplemental Security Form if required.
- Photocopy (front and back) of two valid (not expired), original pieces of Canadian government-issued identification. One piece of ID must show a photo.
- Copy of the original fingerprinting receipt, if the service was provided by an authorized agency other than Canada Post or the Commissionaires.

NOTE: The security screening process cannot be completed until all required information and documents have been received by your Canada Post representative.