Government of Canada / Gouvernement du Canada

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/where-do-get-a-criminal-record-check#a3

****

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: _____
Name of applicant's organization (legal name): _____
Fingerprint service provider (legal name): _____ψψψψ
Name of officer conducting fingerprint check: _____ψ
Date: _____

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

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

☐☐☐☐☐-☐☐☐☐☐-☐☐☐☐☐-☐☐☐☐☐

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

Email: ssi-iss@tpsgc-pwgsc.gc.ca

Version 1.1

Canada

Security Clearance Procedure

This will qualify you to work on ALL Local 93 sites

The first step is getting your digital fingerprints at the Commissionaires office. You can bring the attached form to the following locations with two pieces of Government-issued I.D.

LOCATIONS:

- 100 Gloucester Street, Suite 101
  Ottawa, ON K2P 0A4 | 613-288-0721

- 24 Colonnade Rd
  Nepean, ON K2E 7J6 | 613-231-6462 x 451

- 721 St. Joseph Blvd.
  Gatineau, QC J8Y 4B6 | 819-776-0004 x5

Please bring **two (2) pieces of valid government**-issued identification (ID)

Commissionaire fee of approximately **- $57.00**

Once you receive the "Document Control Number" (on printout from prints), please send the DCN to Robyn at robyn@local93.org. Once Robyn receives the DCN, the Security Clearance application will be sent to your personal email which then must be completed online.

Please note, once we receive your fingerprints, you must provide our Company Security Officer (Robyn) with TWO documents to be able to verify your identity before we can send the online application:

- **Foundational evidence of identity (Canadian birth certificate, Canadian citizenship certificate, confirmation of permanent residence document or record of landing document)**
- **Supporting evidence of identity (Canadian passport, driver's license, Nexus card, firearms licence, student authorization/study permit, employment authorization/work permit, or Secure Certificate of Indian Status issued by Crown-Indigenous Relations and Northern Affairs Canada)**

The online application is time-sensitive. If you don't see it in your inbox on the same day as the DCN was submitted to the office, please check your spam/junk mailbox. Contact our office ASAP if you still cannot locate the email. Once you receive the log-in information, access the site as soon as you can to change the password and start your application.

Once the application is submitted to Public Works, the time to receive your clearance can vary greatly. As soon as we receive your clearance, we will contact you to come in and sign it. Please don't delay as an unsigned clearance is not valid.

Call (613) 745-1513 with any questions.