

The below is for Public Fund positions administered by the Regional Civilian Personnel Office in the following locations:  
Casteau, Brunssum, Cologne, Niederheid, Ramstein, Naples, Stavanger, Ruislip, and Izmir.

## Screening Request for Reliability Status

### BIOGRAPHICAL INFORMATION

Surname	
First Name	
Middle Name(s)	
Family Name at Birth	
Gender	
Date of Birth <sup>(YYYY-MM-DD)</sup>	
Date of entry into Canada if born outside Canada <sup>(YYYY-MM-DD)</sup>	
City of Birth	
Province of Birth	

Email Address	
Phone number	

Are you a dual national?			
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If yes, please identify your other country of citizenship:

### SPONSOR INFORMATION

Sponsor's Name	
Sponsor's Service Number	
Sponsor's Position Title	
Tour Expiry Date <sup>(YYYY-MM-DD)</sup>	

### VERIFICATION OF IDENTITY

Your identity will need to be verified with at least two (2) pieces of identification. This includes either two pieces of foundational identification OR one foundational and one supporting identification. One must include your photograph.

For examples of permissible documents, please see page six (6) of this document titled "**ADDITIONAL INFORMATION**".

Please include copies of these documents.

Evidence Provided			
Foundational		Supporting	
	Provincial or Territorial Birth Certificate		Driver's license
	Other:		Other:

If you are not using your passport as supporting evidence of identification, please be sure to add this to your application file (separately) alongside your SOFA stamp. These are required for potential employment OUTCAN.

**NAME CHANGES**

(Enter all name changes if applicable)

Former Surname:	
Former Given Name(s):	

**ADDRESS VERIFICATION**

**RESIDENTIAL ADDRESSES FOR PAST 5 YEARS**

(Must be completed in full)

Your current and former addresses for the previous five-year period need to be verified. Proof can include a driver's license, mail addressed to your or spouse's name, copies of bills, or any other document that confirms the address at the time you lived there. Please include copies of these documents.

**Present Address:**

To: (YY/MM)	Present
From: (YY/MM)	
Apt/Suite#, if applicable	
Street Name & Number	
City	
Province	
Country	
Postal Code	

**Address 2:**

To: (YY/MM)	
From: (YY/MM)	
Apt/Suite#, if applicable	
Street Name & Number	
City	
Province	
Country	
Postal Code	

**Address 3:**

To: (YY/MM)	
From: (YY/MM)	
Apt/Suite#, if applicable	
Street Name & Number	
City	
Province	
Country	
Postal Code	

**Address 4:**

To: (YY/MM)	
From: (YY/MM)	
Apt/Suite#, if applicable	
Street Name & Number	
City	
Province	
Country	
Postal Code	

**EDUCATION AND PROFESSIONAL CREDENTIALS VERIFICATION**

**EDUCATION AND PROFESSIONAL CREDENTIALS**

Please attach a copy of your certificates and/or diplomas. Alternatively, please request attestations from the appropriate institution for each qualification listed, and attach them to this application.

Name of diploma/certificate

If there are **exceptional circumstances** that prevent you from obtaining this information yourself, please provide the contact name and details of someone who can verify this information:

Name of educational institution or professional association	Name of contact person	Contact information (Phone number or e-mail address)

**EMPLOYMENT HISTORY AND PROFESSIONAL REFERENCES VERIFICATION**

**EMPLOYMENT FOR PAST FIVE (5) YEARS**

Please list your employers for the last five years, and include proof of employment. This proof can be any of the following: Letter of reference, pay stub, or record of employment. If you do not have proof of employment, please request confirmations of employment from the appropriate organization, and attach them to this application.

Name of employer	Dates of employment

If there are **exceptional circumstances** that prevent you from obtaining this information yourself, please provide the contact name and details of someone who can verify this information:

Name of employer	Name of contact person	Contact information (Phone number or e-mail address)

**PROFESSIONAL REFERENCES**

If you have not already provided references as part of the HR (Human Resources) hiring process, please provide no less than three (3) professional references in the fields below.

Employer	Reference (name)	E-mail address	Phone number

**PERSONAL REFERENCES**

Please provide no less than three (3) personal references in the fields below.

Name	Phone number	Relationship

**PREVIOUS SECURITY SCREENINGS**

Have you ever obtained a Gov't of Canada security clearance?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If yes, please provide the following information:

Type of clearance	Date obtained <sup>(YY-MM)</sup>	Issued by

**CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA**

Have you ever been convicted of a criminal offense for which you've not been granted a pardon?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If yes, please provide the following information:

Charge(s)	
City & Province	
Date of Conviction <sup>(DD/MM/YYYY)</sup>	
Police Force	

**STATUTORY DECLARATION**

Is there any additional information that you want to disclose? For example, indicate in writing if you don't have a second name or if you forget when you had a security clearance.

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**CONSENT AND VERIFICATION**

I, the undersigned, do consent to the use of the proceeding information for the purpose of completing a security screening assessment. I certify that the forgoing statements are true and I understand I may be immediately released from my employment for making false statements or for omitting information requested on this form.

Signature	
Date <sup>(YYYY-MM-DD)</sup>	

Parental signature is mandatory for applicants under the age of 18.

Parent Signature	
Parent Name	

**ADDITIONAL INFORMATION**

A reliability status appraises an individual's honesty, reliability, and whether they can be trusted to protect the interest of DND and CAF. A reliability status is the minimum level of security screening required to access DND and CAF information, assets and facilities.

**I. Verification of identity**

Security screening rests on the establishment of identity. In order to conform to policy, the individual must provide a minimum of two instances of evidence of identity, one of which must be foundational.

Evidence of identity		
	<b>Foundational evidence of identity</b> <i>establishes the core identity information of individuals, such as given names, surname, date of birth, gender and place of birth.</i>	<b>Supporting evidence of identity</b> <i>corroborates the foundational evidence of identity and assists in linking the identity information to an individual. It may also provide additional information such as a photo, signature or address.</i>
Acceptable examples	<ul style="list-style-type: none"> <li>• Provincial or Territorial Birth Certificate;</li> <li>• Canadian Citizenship Certificate;</li> <li>• Canadian Citizenship Card (previously issued);</li> <li>• Certificate of Registration of Birth Abroad (previously issued);</li> <li>• Record of Landing Document;</li> <li>• Permanent Resident Card.</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of Indian Status (issued by INAC);</li> <li>• Firearm License (issued by RCMP);</li> <li>• Nexus Card (issued by CBSA);</li> <li>• Provincial or Territorial Driver's license;</li> <li>• Provincial or Territorial Health Card (see Note 1);</li> <li>• Provincial or Territorial Identification Card (see Note 2);</li> <li>• Provincial or Territorial Record of marriage / divorce;</li> <li>• Provincial or Territorial Record of legal name change;</li> <li>• Canadian Passport.</li> </ul>

**Note 1:** Provinces and territories don't have a photo on their health card, with the exception of British Columbia (BC), Ontario and Quebec. BC and Quebec allow their health card to be used as an ID card, Ontario doesn't.

**Note 2:** All provinces and territories, with the exception of Quebec, can issue an ID card to those who don't hold a driver's license. These cards may be requested as supporting evidence of identity.

**II. Address verification**

***Six months or longer, absence from Canada.***

Individuals who have lived outside of Canada for longer than six months consecutively, are required to account for their activities during that time, unless the time spent abroad was related to their employment or assignment with a Government of Canada department or agency, or with the Canadian Armed Forces.

In this case, please provide the following documents:

- A proof of address; and
- Letter of good conduct from the school or employer abroad;
- A police clearance certificate that provides a summary of an individual's criminal record, or a declaration of the absence of any criminal record. Information on how to obtain a police clearance certificate can be found on the Citizenship and Immigration Canada's web site.