

Applications for CBSA Enhanced Reliability Status Security Clearance

- Instructions -

COMPLETE STEPS 1, 2 AND 3 (4 AND 5 WILL BE COMPLETED BY THE CBSA).

STEP 1: Complete the *Personnel Security Screening System (PSSS)* online application (the old TBS330-23 and BSF684 forms are embedded within the online application)

English: <https://www.cbsa-asfc.gc.ca/publications/forms-formulaires/psca-vscap-eng.html>

French: <https://www.cbsa-asfc.gc.ca/publications/forms-formulaires/psca-vscap-fra.html>

NOTE :

- Family name at birth:
 - > Must be provided it even if it is the same as your current Surname.
- Email address:
 - > Must be your *personal* email address.
- Residences:
 - > Include *all* residences for the last 5 years with no gaps.

Complete the *Administrative Information* section as follows:

For applicants who *do not* have a valid Gov. of Canada clearance:

The screenshot shows the 'Administrative Information' section of an online application. It includes fields for 'Hiring Manager' (Sophon Proulx), 'E-mail address' (Sophon.Proulx@cbsa-asfc.gc.ca), and 'Requested level of reliability/security' (Reliability Status). The 'Type of request' dropdown menu is highlighted with a green circle and set to 'New'.

For applicants who *have* an existing and valid Gov. of Canada clearance:

The screenshot shows the 'Administrative Information' section of an online application. It includes fields for 'Hiring Manager' (Sophon Proulx), 'E-mail address' (Sophon.Proulx@cbsa-asfc.gc.ca), and 'Requested level of reliability/security' (Reliability Status). The 'Type of request' dropdown menu is highlighted with a green circle and set to 'Supplemental'.

*Be sure to select “Yes” to the “Have you previously completed a GoC security screening form” question.

⇒ **NOTE:** Fingerprints are **not required** for applicants submitting a “supplemental” application but **are required** for all new applications.

Complete the Consent and verification section as follows:

Consent and Verification [\(see instructions\)](#)

Checks Required

<input type="checkbox"/> Date of birth, address, education, professional qualifications, employment history, personal character references	<input type="checkbox"/> Applicant's initials ABC
<input type="checkbox"/> Criminal record check	<input type="checkbox"/> Applicant's initials ABC
<input type="checkbox"/> Credit check (financial assessment, including credit records check)	<input type="checkbox"/> Applicant's initials ABC
<input type="checkbox"/> Loyalty (security assessment only)	<input type="checkbox"/> Applicant's initials ABC
<input type="checkbox"/> Verification of database with customs, immigration and police information	<input type="checkbox"/> Applicant's initials ABC

Read the CBSA Consent Statement

I have read the "CBSA Consent Statement" and agree to its terms.

Read the Privacy Act Statement

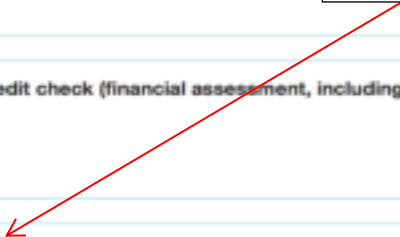
I have read the Privacy Act Statement and agree to its terms.

Note: If you would like to retain the information that you have entered on this form, please ensure that you print the form using your web browser's "Print..." feature (from the File or Tools menu) **BEFORE** clicking on "Submit". Once you click on "Submit", you will no longer be able to access the completed form or its content.

Signature
Abe Benoit Clinton

Date signed
2018-10-19

Check and initial all 5 boxes, including the "Loyalty" box.



STEP 2: Fingerprints

- Visit your nearest Commissionaires (CCC) or local police service.
 - > Provide them with the CBSA Originating Agency Identification (ORI) Number: **#ON80425**
 - > Request that the electronic fingerprint results be sent to the CBSA using the ORI number.
- **If you already have a valid GOC clearance:**
 - > You are **not required** to submit fingerprints.

STEP 3: Vulnerable Sector Check

A vulnerable sector check is a police information check plus a check to see if a person has a record suspension (pardon) for sexual offences. Vulnerable sector checks were created in 2000 to protect children and vulnerable persons and is governed by section 6.3(3) of the *Criminal Records Act*.

- **Process :**
 - > **British Columbia:** conducted by the *British Columbia Criminal Records Review Program*.
 - > **All other provinces and territories:** conducted by your local Canadian police service (contact your local police service).
 - > **Complete Table 1 (Annex A) and provide a printed copy of the table to the verifying agency conducting your Vulnerable Sector Check.**

STEP 4: CBSA Databases Verification

When steps 1-3 are completed, send an email to:

CBSA.Alternatives_to_Detention-Solutions_de_rechange_de_detentions.ASFC@cbsa-asfc.gc.ca

and copy:

- Julia.Feeseey@cbsa-asfc.gc.ca
- Sophon.Proulx@cbsa-asfc.gc.ca
- Joy.Morgan@cbsa-asfc.gc.ca
- kmcadamsroy@johnhoward.ca
- mhowarth@johnhoward.ca
- Your regional Community Liaison Officer (CLO)

In the body of the email, indicate:

- First and Last name of applicant
- Date of Birth
- Full work location address
- Medium or High Risk program
- Date of security clearance consent submission

STEP 5: Credit check

Will be conducted by the CBSA.

STEP 6: CBSA Databases Verification

Will be conducted by the CBSA.

Annex A – Vulnerable Sector Check Request (Table 1 – En)

Complete numbers 5 to 9 and provide a printed copy of the table to the verifying agency conducting your Vulnerable Sector Check.

(la version française suit)

Vulnerable sector check request Applicant is to provide the police service with this table	
1. Name of the organization staffing the position	Canada Border Services Agency (CBSA)
2. Description of the Detention Portfolio – IHC positions	<p>The Canada Border Services Agency (CBSA) deliver its National Detention Program for detainees via three Immigration Holding Centres (IHC) located in Laval (Quebec), Toronto (Ontario) and Vancouver (British Columbia).</p> <p>An IHC is a CBSA-administered detention facility where lower-risk immigration detainees are held. Detention Portfolio – IHC positions (via a paid contract) are to monitor and control the care of lower-risk immigration detainees ensuring safe, secure and humane detention conditions – physical and mental health and well-being of detainees.</p> <p>The CBSA also works with many stakeholders including the Canadian Red Cross and the United Nations High Commissioner for Refugees in Canada to monitor and improve immigration detention conditions.</p>
3. Details about the children or vulnerable persons (e.g. age, or other factors that can show how the person is vulnerable)	<p>The CBSA is responsible for managing the immigration detention process. Following an arrest, an individual may be detained at a CBSA IHC which includes:</p> <ul style="list-style-type: none"> • Minors (Minors Statistics) • Elderly persons • Pregnant women • Persons who are ill or disabled • Persons with behavioural or mental health issues
4. The Vulnerable sector check results are to be sent to	<p>Canada Border Services Agency (CBSA) Personnel Security Screening section 355 North River Road-20th floor Ottawa, Ontario K1A 0L8 Email: Personnel.ScreeningEnquiries-CBSA@cbsa-asfc.gc.ca</p>
5. Applicant Information – Name	
6. Applicant Information – Date of Birth (DOB)	
7. Applicant Information – Address	
8. Applicant Information – Signature	
9. Date (YYYY-MM-DD)	

Exigences relatives à la sécurité (Tableau 1 – Fr)

Demande de vérification des antécédents en vue d'un travail auprès de personnes vulnérables Le demandeur doit fournir le présent tableau au service de police	
1. Nom de l'organisation qui dote le poste	Agence des services frontaliers du Canada (ASFC)
2. Description du portefeuille de la détention – postes du CSI	<p>L'Agence des services frontaliers du Canada (ASFC) exécute son Programme national de détention pour les détenus à trois centres de surveillance de l'immigration (CSI) situés à Laval (Québec), Toronto (Ontario) et Vancouver (Colombie-Britannique).</p> <p>Un CSI est une installation de détention administrée par l'ASFC où les détenus de l'immigration à faible risque sont gardés. Les postes du portefeuille de la détention aux CSI (par le biais d'un contrat payé) – postes de CSI visent à surveiller et à contrôler les soins apportés aux détenus de l'immigration à faible risque afin d'assurer des conditions de détention sécuritaires, sûres et humaines, et la santé physique et mentale et le bien-être des détenus.</p> <p>L'ASFC travaille également en collaboration avec de nombreux intervenants notamment la Société canadienne de la Croix-Rouge et le Haut Commissariat des Nations Unies pour les réfugiés au Canada pour surveiller et améliorer les conditions de détention de l'immigration.</p>
3. Détails au sujet des enfants et des personnes vulnérables (p. ex., âge ou autres facteurs pouvant indiquer la façon dont la personne est vulnérable)	<p>L'ASFC est responsable de la gestion du processus de détention de l'immigration. À la suite d'une arrestation, les personnes suivantes peuvent être détenues à un CSI de l'ASFC :</p> <ul style="list-style-type: none"> • Mineurs (Statistiques sur les mineurs) • Personnes âgées • Femmes enceintes • Personnes malades ou handicapées • Personnes présentant des problèmes de comportement ou de santé mentale
4. Les résultats de la vérification des antécédents en vue d'un travail auprès de personnes vulnérables doivent être envoyés à l'adresse indiquée à droite	<p>Agence des services frontaliers du Canada (ASFC) Unité des enquêtes de sécurité sur le personnel 355, chemin North River, 20^e étage Ottawa (Ontario) K1A 0L8 Courriel : Personnel.ScreeningEnquiries-CBSA@cbsa-asfc.gc.ca</p>
5. Information sur le demandeur – Nom	
6. Information sur le demandeur – Date de naissance	
7. Information sur le demandeur – Adresse	
8. Information sur le demandeur – Signature	
9. Date (AAAA-MM-JJ)	