

Instructions: CBSA Enhanced Reliability Status Security Clearance Application

IMPORTANT NOTES

1. Resources with a valid security clearance from **another government department** may start working under the contract before obtaining their CBSA Enhanced Reliability clearance security certificate *as long as* :
 - the CBSA Online Application has been submitted (steps 1 & 4 below) ;
 - proof of the valid other government clearance has been submitted (step 4 below);
 - authorization has been granted for the resource to commence work under the contract.
2. Resources may start work under the contract without having obtained a **Vulnerable Sector Check (VSC)** with the condition that the resource must obtain a valid VSC **within 3 to 6 months of commencing work.**

COMPLETE STEPS 1 TO 4 (STEP 5 WILL BE COMPLETED BY THE CBSA)

STEP 1: Complete the *Personnel Security Screening System (PSSS)* 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>

Complete the *Administrative Information* section as follows :

- **Family name at birth** must be provided it even if it is the same as the current Surname.
 - **Email address** must be the *personal* email address.
 - **Residences**: Must include *all* residences for the last 5 years with no gaps (current and past addresses).
 - **Hiring Manager** is **Sophon Proulx** (as pictured below) on *all applications*.
 - **E-mail address** is **Sophon.Proulx@cbsa-asfc.gc.ca** (as pictured below) on *all applications*.
 - **Requested level of reliability/security** is “Reliability Status” on *all applications*.
 - **Type of request** :
 - For applicants who do not have a valid clearance from another gov’ department → select **New**.
 - For applicants who do have a valid clearance from another gov’ department → select **Supplemental**.
- ⇒ **Note** : If selecting “supplemental”, be sure to select “**Yes**” to the following question on the application: “*Have you previously completed a GoC security screening form ?*”.

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

Administrative Information (see instructions)

Hiring Manager Sophon Proulx	E-mail address Sophon.Proulx@cbsa-asfc.gc.ca
Type of request New	Requested level of reliability/security Reliability Status

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

Administrative Information (see instructions)

Hiring Manager Sophon Proulx	E-mail address Sophon.Proulx@cbsa-asfc.gc.ca
Type of request Supplemental	Requested level of reliability/security Reliability Status

Complete the *Consent and verification* section as follows:

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

Checks Required

- Date of birth, address, education, professional qualifications, employment history, personal character references
- Criminal record check
- Credit check (financial assessment, including credit records check)
- Loyalty (security assessment only)
- Verification of database with customs, immigration and police information

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

- 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

STEP 2: Fingerprints

- To be completed by the nearest Commissionaires 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.

Note: Fingerprints are **not required** for resources with an existing and valid GOC clearance. **Proof of the valid clearance** must however be attached to the confirmation email sent as per **Step 4** (below).

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*.

1. Provide a **completed and printed** copy of **Table 1 (Annex A below)** to the agency conducting the Vulnerable Sector Check (VSC).

**Please ensure each resource brings along a printed copy of Annex A when applying for the Vulnerable Sector check. CBSA is aware of the challenges that some resources are having with their local police stations and CBSA Corporate Security is working to resolve these issues.*

2. Results of the VSC must be sent to : Personnel.ScreeningEnquiries-CBSA@cbsa-asfc.gc.ca

- and copy: Julia.Feeseey@cbsa-asfc.gc.ca
Sophon.Proulx@cbsa-asfc.gc.ca
kmcadamsroy@johnhoward.ca

Note:

- **British Columbia:** VSCs are to be conducted by the *British Columbia Criminal Records Review Program*.
- **All other provinces and territories:** VSCs are to be conducted by the local Canadian police service.

STEP 4: Confirmation E-mail

Once ***all*** of the following processes are completed:

- *Personnel Security Screening System* online application (step 1)
- Fingerprints (step 2; as applicable)
- Vulnerable Sector Check (step 3; required for all resources)

send an email to the following addresses :

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

copy:

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

In the body of the email, indicate:

- “ Please note that a CBSA online security application has been submitted for the following resource.”
 - First and Last name of applicant
 - Date of Birth
 - Work location (full address)
 - **Confirm** the date that the online application was submitted
- Whether fingerprints have been completed (for resources *without existing valid GOC clearance*)
- Whether proof of the existing valid clearance from <<indicate name of other Gov' department>> is attached (for resources *with an existing GOC clearance*).
- Whether a Vulnerable Sector Check has been completed (if no VSC was completed, confirm that it will be completed within 3-6 months of the resource commencing work under the contract)
- Whether the individual will be working exclusively for the Medium Risk program (community supervision), the High Risk program (mandatory residency), or for both.

STEP 5: Credit check (will be completed by CBSA)

Annex A

Vulnerable Sector Check Request Form (Table 1 – EN)

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

*** Results must be sent to the email address noted in number 4.

(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)

Complétez les informations suivantes and fournissez une copie imprimée à l'agence effectuant la vérification.

*** Les résultats doivent être envoyés à l'adresse courriel indiqué au numéro 4.

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 doivent être envoyés à l'adresse suivante :	<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)	

