

Procedure To Obtain Authorization to use Computer Off-site

la version française suit

Instructions

You will need to fill out this form: <https://www.tpsgc-pwgsc.gc.ca/esc-src/msi-ism/chap5-anx-5d-a1-eng.html>

After it is filled in completely, you will be able to print a copy which must be signed by your Company Security Officer (CSO). Send it to Julia.Feeseey@cbsa-asfc.gc.ca and copy rhigginson@johnhoward.ca.

On the next page is a sample that will help you complete the online form.



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Annex 5-D: Appendix A-1-Courier certification/itinerary form

Courier certificate

* Certificate number (required)

N/A

* This is to certify that the bearer
(Full name of the courier) (required)

Ima Example

* born on
(Date) (yyyy (Four digits year)-mm (Two digits month)-dd (Two digits day)) (required)

1990-01-01

* identity card number
(card number) (required)

1020953

* issued by
(Name of card issuing authority) (required)

CBSA-ASFC

* Date card was issued (yyyy (Four digits year)-mm (Two digits month)-dd (Two digits day)) (required)

2018-08-09

Please use this date

*** and employed with
(Name of organization) (required)**

Your employer

*** is authorized to escort on the journey detailed below, the following consignment:
(Indicate: number of packages, weight, level of security of each package and other
identification data as in shipping documents.)**

MacBook Pro Retina, 13- inch, early 2013

Serial number: c2hi2052vi1f

Height: 0.75 inch (1.9 cm)

Customize to your hardware

Width: 12.35 inches (31.4 cm)

Depth: 8.62 inches (21.9 cm)

Weight: 3.57 pounds (1.62 kg)

Courier itinerary

*** Beginning of journey
(Date) (yyyy (Four digits year)-mm (Two digits month)-dd (Two digits day)) (required)**

2019-04-01

Start date laptop will be transported

*** From
(Name of originating organization) (required)**

Your Organization, 123 Somewhere Street, City, Province, Postal code

*** To
(Name of destination organization) (required)**

Residential Home, 456 Mystreet Avenue, City, Province, Postal code

Authorized stops

Other addresses where your computer may be accessed regularly

Name and signature of company security officer

* Date (yyyy (Four digits year)-mm (Two digits month)-dd (Two digits day)) (required)

2019-04-01

* Full name of company security officer (required)

Your company security officer

* Signature of company security officer (sign by hand)

 Print

 Clear data

Date modified:

2019-01-18