

Fossil, Hydro and Corporate Security Clearance Form (94609) Instructions

Fossil, Hydro and Corporate Security Clearance Form PAGE ONE ONLY

Section A: To be completed by OPG Supervisor

Clearance Requested:

- Standard Security Clearance - Most applicants require this clearance

Work Location of Applicant:

- Site specific with exact mailing location of applicant

Security Clearance request by:

- Provide full details of OPG Manager, signature of Manager
- Fill in applicants name and Date of Birth at bottom of page

Section B: To be completed by OPG Security

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Section C:

Biographical Information: To be completed by applicant - This information is collected in order that it may be used by Ontario Provincial Police (OPP) for a background check. Enter your driver's license number if you will operate any motorized vehicle on OPG business.

Legal Status in Canada: To be completed by applicant

Fill in the field that is reflective of your current legal status in Canada and as outlined below, provide photocopy of related documentation:

Born in Canada - **Submit copy of Birth Certificate**

Not Born in Canada but hold Canadian Citizenship- **Submit Copy of Canada Card, Permanent Resident Card**

Neither of the above – **Must complete the nuclear clearance process**

** If your current last name is not on your birth certificate, please submit a copy of either your marriage certificate or driver's license.*

Home Addresses: To be completed by applicant

Requirement includes a five year (from present date) Home and Travel history with no time lapses in between dates. Should additional sheet be required, each sheet must be signed by applicant

Occupation: To be completed by applicant

Fill in job you currently hold or are applying for and Check OPG status – Regular Employee, Contractor or Student

HR/OPG Contact: To be completed by applicant - Fill in your OPG contact's name and phone number

Travel History: To be completed by applicant – Requirement includes a five year (from present date) Travel history with no time lapses in between dates. Should additional sheet be required, each sheet must be signed by applicant

Section D:

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Employment and Education History: To be completed by applicant

Requirement includes a five year (from present date) employment history with no time lapses in between dates.

Trades Personnel can enter their Union Local, occupation and the date of certification.

Fill in details about the last school you attended, address, area of study, dates attended, student ID number and Qualification earned. Should additional sheet be required, each sheet must be signed by applicant

Please remember that all documentation will be sent back to you if you do not ensure the following:

- **ALL FORMS MUST BE:** Legible, Completed in full, Signed by applicant
- **ALL COPIES MUST BE:** Legible, including all information on the copies - **Do not** send original documentation (i.e. Birth Certificates, Canada Card, Permanent Resident Card)
After the OPG requestor or contact has reviewed and ensured that the application is complete, they can be forward applications to the following:
 - Security Clearance Office - P82 4-C6
 - Scan & Email to mailbox 'Security Clearance Submissions'.
 - Fax (Only legible copies accepted) to 905 837 3924.