

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

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Section A: To be completed by the applicant's supervisor

Clearance Requested: Standard Security Clearance (most applicants require this clearance).

Work Location of Applicant: Site specific with exact mailing location of the applicant.

Security Clearance request by: Provide full details of your manager and the manager's signature.

Fill in the applicant's **full name** and date of birth at bottom of the page.

Section B: To be completed by OPG Security.

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Section C:

Biographical Information: To be completed by the applicant.

This information is collected in order that it may be used by the 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 the applicant.

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

- Born in Canada: **Submit a copy of your Birth Certificate**
- Not Born in Canada but hold Canadian Citizenship: **Submit a copy Canadian Citizenship Card or Permanent Resident Card**
- Neither of the above: **Must complete the nuclear clearance process.**

** If your current last name is not the same as the one on your identification you must submit a copy of either your marriage certificate, driver's license, or change name certificate.*

Home Addresses: To be completed by the 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 the applicant.

Occupation: To be completed by the applicant.

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

HR/OPG Contact: To be completed the by applicant.

Fill in your HR/OPG contact's name and phone number. The HR/OPG will receive notification when your clearance has been processed. The HR/OPG contact will then advise the applicant of their status.

Travel History: To be completed by the applicant.

Requirement includes a travel history for time periods of greater than two weeks outside Canada in the last five years, cumulative, from present date. Should additional sheet be required, each sheet must be signed by applicant.

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Section D:

Employment and Education History: To be completed by the 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 the qualification earned. Should additional sheet be required, each sheet must be signed by the applicant.

Ensure that you fill in your **full name** (including middle name if applicable) and **date of birth** on the bottom of this page

****Note:** The requirement that all applicants must provide **two** pieces of government issued identification is being enforced. One of the documents must be validly issued government photo identification and the other their legal status document. Acceptable photo identification includes the following: Driver's License, Passport and Indian Status Card.

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 the applicant.

ALL COPIES MUST BE: Legible, including all information on the copies - **do not** send original documentation (i.e. Birth Certificates, Citizenship 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 & E-mail to mailbox 'Security Clearance Submissions' – clearance.submission@opg.com
- Fax (Only legible copies accepted) to (905) 837-3924.