

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

PAGE ONE ONLY

- 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.

PAGE TWO ONLY

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.

PAGE THREE ONLY

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.

SECTION A – TO MAINTAIN CONFIDENTIALITY THIS PORTION OF THE FORM MUST BE COMPLETED BY THE REQUESTING MANAGER, PRIOR TO THE APPLICANT COMPLETING PAGE 2.

Clearance Requested	Type of Clearance	Check Off, as Required	Requesting Manager's Initials
	Standard Security Clearance (Criminal Records Check - basic level of security clearance for employees/contractors)	<input checked="" type="checkbox"/>	
	Financial Credit History (for positions with financial management authorities)	<input type="checkbox"/>	
	Driver's Records (for driver positions or to resolve driver safety concerns)	<input type="checkbox"/>	

Location	Business Unit Division	Exact (mailing) Location
	700 University Avenue (Corporate Functions)	
	Hydroelectric	TBD - NWPG
	Thermal	
	Other (Specify)	

Security Clearance Requested By:

I confirm that I have checked the applicant's: Proof of Identity (Birth Certificate / Driver's Licence / Other Official Photo Identification)

Manager's Name (Print)

Manager's Title (Print) / Phone No.

Manager's Signature

SECTION B

Requested By:

For Security Office Use Only - Authorized By:

OPP Request No.	Name	Name	Security Status
	Title	Title	
	Phone No.	Phone No.	
	Fax No.	Fax No.	
	Date of Request (MMM/DD/YYYY)	Date of Request (MMM/DD/YYYY)	

Name of Applicant: (LAST, First, Middle) _____

Date of Birth: (MMM/DD/YYYY) _____

OPG CONFIDENTIAL (When Completed)

SECTION C – TO BE COMPLETED BY APPLICANT

Last Name		First Name (no abbreviations)		Middle Names (no initials)			
Maiden Name		Aliases (if any)			<input type="checkbox"/> Male <input type="checkbox"/> Female		
Date of Birth (MMM/DD/YYYY):		Driver's License No.		OPG Employee No. (if applicable)			
Place of Birth	City/Town/Village						
	Province/State			Country			
Legal Status in Canada	Canadian Birth Certificate Number (attach photocopy)			Canadian Citizenship Card Number (attach photocopy).			
	Permanent Resident Card Number (attach photocopy)			Work Permit Number (attach photocopy)			
Home Addresses for Past 5 Years – (beginning with the most recent; use extra sheet if needed) Please do not leave any gaps for the full five years. Include schooling and unemployment if applicable	Street Address		City/Province/State/Country		From (Month/Year)		To (Month/Year)
Home Postal Code (current)			Home Phone Number (current)				
Occupation	Job Title/Job Applying for			OPG Status: Check One			
				<input type="checkbox"/> Regular Employee <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Student			
HR/OPG Contact	Name		Mailing Address/Location		Phone Number		
	Joanne Kranyak		TBD (Northwest Plant Group Internal)		807-346-3920		
Have you ever been convicted of a criminal offence for which you have not been granted a pardon? <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, provide details (charge(s), name of police force, city, province/state, country and date of conviction.			
Have you been previously granted a security clearance by OPG Corporate Security? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown				If Yes, When? Month Day Year			

Travel History For Past 5 Years – (beginning with most recent; use extra sheet if needed – reminder <u>do not</u> include travel that was under 2 weeks in length)	Foreign Country & Address Visited		Reason for Visit		From (Month/Year)		To (Month/Year)

OPG CONFIDENTIAL (When Completed)

SECTION D – Please Print in BLOCK CAPITAL LETTERS in black or blue ink only

Work Addresses for Past 5 Years – (beginning with the most recent; use extra sheet if needed) Please do not leave any gaps for the full five years. Include schooling and unemployment if applicable.	Employer Name		Address/City/Province/State/Country		From (Month/Year)		To (Month/Year)	
	Supervisor Name		Applicants Job Title		Supervisor Phone No.			
	Employer Name		Address/City/Province/State/Country		From (Month/Year)		To (Month/Year)	
	Supervisor Name		Applicants Job Title		Supervisor Phone No.			
	Employer Name		Address/City/Province/State/Country		From (Month/Year)		To (Month/Year)	
	Supervisor Name		Applicants Job Title		Supervisor Phone No.			
	Employer Name		Address/City/Province/State/Country		From (Month/Year)		To (Month/Year)	
	Supervisor Name		Applicants Job Title		Supervisor Phone No.			
	Employer Name		Address/City/Province/State/Country		From (Month/Year)		To (Month/Year)	
	Supervisor Name		Applicants Job Title		Supervisor Phone No.			
Education/Qualifications (i.e. Trades Certificate) (Include the last school attended and last diploma or qualification earned)	Name of School		Address		From (Month/Year)		To (Month/Year)	
	Area of Study							
	Student/ID Number				Qualification Earned			

DECLARATION

I hereby consent to the disclosure and subsequent verification of information to OPG by the holder of the information which may include my date of birth, address, country of origin and/or immigrant status, employment history, criminal record conviction for which a pardon has not been granted, records of discharges which have not been removed from the CPIC system in accordance with the *Criminal Records Act*, and records of outstanding criminal charges of which the Ontario Provincial Police is aware, driving record, credit reliability, and/or loyalty to Canada. I understand and hereby authorize that the legal holders of such required information and/or records may release the records and/or information to Ontario Power Generation Corporate Security and that I hereby release and discharge the holders of the information and/or records from claims and demands for damages which may be sustained by myself with respect to OPG as a result of the disclosure of information by the holder to OPG.

(Signed)

Date (MMM/DD/YYYY)

The personal information in this form is being gathered and will be used to assess the named individual's suitability for access to sensitive information, assets, and facilities owned by or entrusted to OPG; or to perform duties for which a security clearance is required by Government Regulations or OPG policy. This information may be disclosed to law enforcement agencies or security agencies. The information will be protected as required by the *OPG Information Security Policy*. For further inquiries, contact the Security Clearance Office at (905) 839-6746, Ext. 4440 or Access 702-4440.

Name of Applicant:
(LAST, First, Middle) _____

Phone No.: _____

Date of Birth:
(MMM/DD/YYYY) _____

Email Address: _____