

Security Clearance Form Instructions

FOR ENHANCED SECURITY CLEARANCES ONLY

Applicants for Level II (Secret) clearance, Security Guard, or Inner Area access please use Government of Canada instruction form attached to front of TBS/SCT 330-60E.

TYPE OR PRINT IN BLOCK LETTERS

Section A: Administrative Information – to be completed by Bruce Power supervisor/sponsor as follows:

- **Type:** Normally “New” unless required as a result of expired clearance
- **Level:** Normally “Other – Site Access” for standard clearance
- **Department/organization/agency:** Applicant department/Bruce Power
- **Employee ID Number:** Bruce Power employee number, if applicable
- **Organization number:** Not required

Section B: Biographical Information – to be completed by applicant
Self-explanatory

Section C: Security Screening – not required

Section D: Marital Status/Common-Law Partnership
Self-explanatory (Note: 1. Current status only required; 2. Previous spousal information not required)

Section E: Immediate Relatives – not required

Section F: Criminal Convictions in and outside of Canada – to be completed by applicant

Self-explanatory – if space allowed is insufficient, use separate sheet using same format. Each sheet must be signed/dated by applicant.

For basic or site access clearance, it is the applicant's responsibility to provide Bruce Power with original copies of Criminal History checks for jurisdictions outside of Canada, where the applicant has resided for longer than six (6) consecutive months within the past five (5) years.

For a level 2 clearance, it is within the past ten (10) years.

In order to meet regulatory requirements, the Security Clearance Section must be able to verify the authenticity of foreign Criminal History checks. **IF THIS REQUIREMENT IS NOT MET, THEN UNDER NO CIRCUMSTANCES WILL A CLEARANCE BE GRANTED.**

For Foreign Nationals, an individual may contact the local authorities in the applicant's country or the Embassy to obtain a Criminal History Check.

Citizens from the United States must obtain a federal, state and county Criminal Record Check.

The applicant may request this information from the U.S. local authorities or contact **Stacey Killingsworth, Manager of Operations, Creative Services Inc., 64 Pratt Street, Mansfield, Ma 02048-1927. Phone number is 508-339-5451, ext. 222, or email:**

www.creativeservices.com

Section G: For completion by persons born outside Canada – to be completed by applicant
Self-explanatory

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Section H: Residence – to be completed by applicant

Provide addresses for last **5 years only**. Ensure no gaps in time. If space allotted is insufficient, use a separate sheet using same format. Each sheet must be signed/dated by applicant.

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Section I: Employment/Education – to be completed by applicant

Provide employment/education for last **5 years**. Ensure no gaps in time. If space allotted is insufficient, use separate sheet using same format. Each sheet must be signed/dated by applicant.

For site access clearance, provide the last five (5) years of employment or education.

For level 2 clearance, provide the last ten (10) years of employment or education.

For basic or site access clearance, it is the applicant's responsibility to provide Bruce Power with original copies of Criminal History checks for jurisdictions outside of Canada, where the applicant has resided for longer than six (6) consecutive months within the past five (5) years.

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Section J: Foreign Employment – to be completed by applicant

Self-explanatory

Section K: Travel – to be completed by applicant

Self-explanatory

Section L: Foreign Assets – not required

Section M: Character references in Canada – not required

Section N: Education – to be completed by applicant

Self-explanatory

Section O: Military Service – not required

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Section P: Certification – to be completed by applicant

Provide signature, date and contact telephone numbers.

Please provide a photocopy of your driver's license and a copy of one of the following documents:
Canadian Birth Certificate, Valid Canadian Passport, Landed Immigration paperwork, Permanent Resident Card or Proof of Canadian Citizenship.

Note: When completed, forward forms in a sealed envelope to:

Bruce Power

Security Clearance Office

P.O. Box 1540 – B22

Tiverton, Ontario N0G 2T0

Or

Fax: 519-361-5900 (note signed original copies must follow in the mail)

Please direct any questions to:

R. A. (Ron) Murray

Security Identification Officer

Bruce Power – B22

Bus. (519) 361-2673 ext. 4581

Fax (519) 361-5900

P.O. Box 1540

Tiverton, ON, Canada N0G 2T0