



BACKGROUND CHECK CONSENT FORM

The Privy Council Office is committed to protecting the personal information it collects to assess suitability for appointment to a public office position. The personal information collected is described in the Security Clearance and Assessment Bank (PCO PPE 801) and the Governor in Council Appointments (PSU 918) personal information banks. All personal information provided is pursuant to the Privacy Act. In accordance with the Privacy Act, you have the right to access your personal information and request changes to incorrect information by contacting:

Access to Information and Privacy Coordinator

11 Metcalfe Street, Ottawa, Ontario, K1A 0A3, Telephone: 613-957-5228, Facsimile: 613-991-4706

If you have questions about privacy rights and responsibilities, you may contact the Office of the Privacy Commissioner of Canada toll-free at 1-800-282-1376.

A BIOGRAPHICAL INFORMATION		
Surname	Full given names (no initials; circle name normally used)	
Surname at birth	All other names used (e.g. nickname, pseudonym, married name)	
Name change (other than by marriage)	Date and place of name change (city, province/state, country)	
Date of Birth (YYYY/MM/DD)	Place of Birth (city, province or state, and country)	
Gender Male <input type="checkbox"/> Female <input type="checkbox"/> Or please specify _____		
Social Insurance Number	Business Registration Number (if applicable)	
All telephone numbers used to reach me (home, work, cottage, cell, etc.)	All email addresses used to reach me	
B MARITAL STATUS/COMMON-LAW PARTNERSHIP		
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common-Law partnership <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed		
CURRENT PARTNER		
Surname	Full given names	Surname at birth
Name change (other than by marriage)	Date and place of name change (city, province/state, country)	
Date of birth (YYYY/MM/DD)	Place of birth (city, province or state, and country)	Current citizenship(s)
Gender Male <input type="checkbox"/> Female <input type="checkbox"/> Or please specify _____		
City, province/state, country of marriage/common-law partnership		Date of marriage/common-law partnership (YYYY/MM/DD)
Social Insurance Number	Business Registration Number (if applicable)	



Current partner's address is the same as candidate's address: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please complete the below address information				
Apt#	Street #	Street Name		
City	Province or State	Postal Code	Country	
PREVIOUS PARTNER (from the last five (5) years)				
Surname	Full given names		Surname at birth	
Date of Birth (YYYY/MM/DD)	Place of birth (city, province/state, country)		Current citizenship(s)	
City, province/state, country of marriage/common-law partnership		Date of marriage/common-law partnership (YYYY/MM/DD)	Date of separation, divorce, or death (YYYY/MM/DD)	
C YOUR IMMEDIATE RELATIVES (Add additional sheets as needed)				
Please include: parents, siblings, children (includes step siblings/children and/or half siblings) mother & father in-law - Do not use initials				
1	Full name (surname and all given names, including maiden name)			Relationship
	Place of birth (city, province or state, and country)			Date of birth (YYYY/MM/DD)
	Current address (apt/street #, street name, city, province or state, and country)			Date of death (if applicable) (YYYY/MM/DD)
	Name and address of employer			Job title
2	Full name (surname and all given names, including maiden name)			Relationship
	Place of birth (city, province or state, and country)			Date of birth (YYYY/MM/DD)
	Current address (apt/street #, street name, city, province or state, and country)			Date of death (if applicable) (YYYY/MM/DD)
	Name and address of employer			Job title
3	Full name (surname and all given names, including maiden name)			Relationship
	Place of birth (city, province or state, and country)			Date of birth (YYYY/MM/DD)
	Current address (apt/street #, street name, city, province or state, and country)			Date of death (if applicable) (YYYY/MM/DD)



	Name and address of employer	Job title
4	Full name (surname and all given names, including maiden name)	Relationship
	Place of birth (city, province or state, and country)	Date of birth (YYYY/MM/DD)
	Current address (apt/street #, street name, city, province or state, and country)	Date of death (if applicable) (YYYY/MM/DD)
	Name and address of employer	Job title
5	Full name (surname and all given names, including maiden name)	Relationship
	Place of birth (city, province or state, and country)	Date of birth (YYYY/MM/DD)
	Current address (apt/street #, street name, city, province or state, and country)	Date of death (if applicable) (YYYY/MM/DD)
	Name and address of employer	Job title
6	Full name (surname and all given names, including maiden name)	Relationship
	Place of birth (city, province or state, and country)	Date of birth (YYYY/MM/DD)
	Current address (apt/street #, street name, city, province or state, and country)	Date of death (if applicable) (YYYY/MM/DD)
	Name and address of employer	Job title
7	Full name (surname and all given names, including maiden name)	Relationship
	Place of birth (city, province or state, and country)	Date of birth (YYYY/MM/DD)
	Current address (apt/street #, street name, city, province or state, and country)	Date of death (if applicable) (YYYY/MM/DD)
	Name and address of employer	Job title



8	Full name (surname and all given names, including maiden name)				Relationship
	Place of birth (city, province or state, and country)				Date of birth (YYYY/MM/DD)
	Current address (apt/street #, street name, city, province or state, and country)				Date of death (if applicable) (YYYY/MM/DD)
	Name and address of employer				Job title

D RESIDENCE (Add additional sheets as needed)

List addresses where you have **lived during the last 10 years** starting with the most current (**there should be no gaps in time**)

1	Apartment No.	Street No.	Street name			From (YYYY/MM)	To present
	City		Province/State	Postal code	Country	Tel. No.	

2	Apartment No.	Street No.	Street name			From (YYYY/MM)	To (YYYY/MM)
	City		Province/State	Postal code	Country	Tel. No.	

3	Apartment No.	Street No.	Street name			From (YYYY/MM)	To (YYYY/MM)
	City		Province/State	Postal code	Country	Tel. No.	

Last Known Canadian Address (Complete if none of the above addresses are within Canada)

Apartment No.	Street No.	Street name			From (YYYY/MM)	To (YYYY/MM)
City		Province	Postal code	Tel. No.		

E MILITARY SERVICE/SERVICE MILITAIRE

I have served in the Canadian Armed Forces: Regular or Reserves (age 16 or older)		Service Number
<input type="checkbox"/> Yes	<input type="checkbox"/> No	

F EMPLOYMENT (Add additional sheets as needed)

List all employment over the **last 10 years with no gaps**. If unemployed, please indicate "unemployed"

1	Name of employer – do not use initials (department/agency/organization, if applicable)			From (YYYY/MM)	To present
	Job site address (street number, street name, city, province/state, country)			Job title/Description	



2	Name of employer – do not use initials (department/agency/organization, if applicable)		From (YYYY/MM)	To (YYYY/MM)
	Job site address (street number, street name, city, province/state, country)		Job title/Description	
3	Name of employer – do not use initials (department/agency/organization, if applicable)		From (YYYY/MM)	To (YYYY/MM)
	Job site address (street number, street name, city, province/state, country)		Job title/Description	
G CRIMINAL CHARGES AND INVESTIGATIONS				
Have you ever been convicted of a criminal offence for which you have not been granted a pardon or a record suspension?				<input type="checkbox"/> Yes <input type="checkbox"/> No
↓ If yes, provide the following details:				
1	Offence(s)	Name of police force	City	
	Province or State	Country	Date of Conviction	
Have you ever been charged of a criminal offence for which you have not been convicted?				<input type="checkbox"/> Yes <input type="checkbox"/> No
↓ If yes, provide the following details:				
2	Charge(s)	Name of police force	City	
	Province or State	Country	Date of charge	
H FOR COMPLETION IF YOU WERE BORN OUTSIDE OF CANADA OR HOLD DUAL CITIZENSHIP				
Date of entry into Canada (YYYY/MM/DD)			Present citizenship	
1	If you are a naturalized Canadian		2	If you are not naturalized, have you applied for Canadian citizenship?
Canadian citizenship certificate No.	Date of issue (YYYY/MM/DD)	<input type="checkbox"/> Yes <input type="checkbox"/> No		Date of application (YYYY/MM/DD)
Do you maintain citizenship of a country other than Canada?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Have you used a passport other than a Canadian one? <input type="checkbox"/> Yes <input type="checkbox"/> No
↓ If yes, indicate the name of the country and explain why.				
Name of country:				If yes, explain:
Explain:				



I FOREIGN EMPLOYMENT

Are you now or have you ever been employed by or acted as a consultant for a foreign government, firm or agency? Yes
 No

If yes, give details (country, organization, nature of work and dates), include military (cadets), law enforcement and security intelligence employment.

J TRAVEL

List countries visited within the last five years for personal travel and/or non-Government business, other than Canada, the USA and Mexico.

Country	Purpose	From (YYYY-MM)	To (YYYY-MM)

K FOREIGN ASSETS

Do you have any business, financial or personal assets outside Canada? (exclude stocks and mutual funds purchased in Canada) Yes
 No

If yes, list the relevant countries.



L CERTIFICATION

I understand that checks of my personal background are required by the Privy Council Office (PCO) to determine my suitability for public office, either because I am being considered for an appointment, or because the validity of my previous check will soon expire.

These background checks will include the following elements:

1. A check by the Royal Canadian Mounted Police of law enforcement records relating to me, including, where applicable, enquiries with federal, provincial and municipal police forces – this includes information related to arrests, charges and / or convictions, details surrounding an offence or intelligence concerning involvement or suspected involvement of myself in adverse / illegal activity;
2. A check of the Canadian Security Intelligence Service (CSIS) indices on me, pursuant to section 13 of the CSIS Act;
3. A check with the Canada Revenue Agency (CRA) – the CRA will indicate to PCO whether there are any tax compliance-related issues relating to me or any entity for which I hold a controlling interest, or which I have registered for GST/HST purposes, pursuant to any Act administered in whole or in part by the CRA;
4. A credit check with a credit bureau as well as a check with the Office of the Superintendent of Bankruptcy to determine if my name appears in its bankruptcy and insolvency databases; and
5. A search of publicly available records (including social media, court records, news reports, etc.).

In connection with this process, I consent to the background search elements described above. I understand and consent to the fact that the relevant government entities above will be providing their respective information (if any) regarding myself to PCO for the purposes of an assessment of my suitability for public office. I understand that the information provided to PCO while held in confidence within PCO and the Prime Minister’s Office (PMO) may be shared with the implicated minister(s) and officials within their office(s).

In addition I understand that a subject interview may be conducted as required to corroborate results and I consent to those as well.

I consent to the fact that the relevant government entities above will be providing particulars to PCO, to determine the risk level relating to my potential appointment to a public office.

<p>_____</p> <p>Signature</p>	<p>_____</p> <p>Date</p>
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M PARTNER CERTIFICATION

I understand that checks of my background are required by the Privy Council Office (PCO) to determine the suitability for public office of my spouse/partner.

I understand that this process will involve the same checks applicable to my spouse/partner that are described above, and that a subject interview may be conducted as required to corroborate results.

I consent to all these checks and subject interview, and I understand that the information provided to PCO will be held in confidence within PCO and the Office of the Prime Minister, and may be shared with the implicated minister(s) and officials within their office(s).

<p>_____</p> <p>Signature</p>	<p>_____</p> <p>Date</p>
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INSTRUCTIONS

General

- Please read and follow these instructions carefully.
- All names are to be in full (no initials).
- Addresses are to include, if applicable, civic or township name and the lot and concession numbers.
- If information is unknown or is unavailable, please indicate this on the form.
- All dates are to be entered in the format of YEAR, MONTH, and DAY (YYYY/MM/DD).
- If space allotted in any section is insufficient, please use a separate sheet using the same format as the forms.
- Please ensure all sections are accurately completed.
- If clarification of information is required, a Canadian Government official may contact the applicant to obtain additional information in order to complete the background check.

Section A

- Please provide all names used, including and not limited to: maiden name, married name, former married name, middle names, and any official name changes.
- Please circle, highlight or bold the first name normally used.

Section B

- “Common-law partner” – in relation to an application, means a person who is cohabiting with the individual in a conjugal relationships, having so cohabited for a period of at least one (1) year.
- Current partner
 - Complete as requested.
- Previous partner
 - Includes previous spouse or common-law partner as applicable if the relationship ended within the past five (5) years.
 - If person is deceased, date of death is required.
 - All other questions to be completed as requested.

Section C

- Questions 1-8 – experience has shown that incomplete answers to these questions are the most common cause of delay. Please follow the instructions carefully.
- All immediate relative(s) information must be provided.
- Immediate family includes the following:
 - All children eighteen (18) years and over that you or your spouse or common-law partner have a parental relationship.
 - Your father, mother, sister(s), brother(s). Include “half” or “step” relatives in this category.
 - Your current spouse’s or common-law partner’s father and mother. Include “step” relatives in this category.
- If any person is deceased, date of death is to be indicated.
- Please provide current residential address for all immediate relatives.
- If retired, unemployed, or in school, please indicate as employment.

Section D

- Ensuring current address is listed first.
 - The postal code is mandatory for the current address, and if known, for previous addresses.
 - Please provide your residential address. A P.O. Box will not be accepted.
 - Please provide a telephone number associated with your current address (can be a mobile number if you do not have a landline).
- For rural areas, include civic number or lot, concession and township number.
- Ensure that address history goes back ten (10) years, with no gaps.

Section E

- Complete as requested if applicable.

**Section F**

- Record your present employment first.
- Time at school and periods of unemployment are also to be shown (as well as secondments, educational leave, and any courses over six (6) months' duration).
- Job site address is the address where your work is performed and may be different from your employer's address. If any employment has been conducted via telework or online communications, please indicate.
- Please ensure that employment history dates back ten (10) years, with no gaps.

Section G

- List all criminal charges. List all criminal convictions for which a record suspension has NOT been granted. Applicant must include convictions outside Canada.

Section H

- Complete as requested if applicable.

Section I

- Complete as requested if applicable.

Section J

- Travel history is required for the last five (5) years.
- Travel record is for less than six (6) months, if more than this period it is to be recorded as residence under Section D.
- One day visits to countries, such as cruise stopovers, do not need to be recorded.
- An employee or contractor on Canadian Government business is not required to record details of travel in this section.
- A security official may ask for further details of travel.

Section K

- A security official may ask for details in terms of the type of assets and estimated value.

Section L

- Please read carefully and ensure you are providing a legible signature and date.
- Digital signatures can be used.

Section M

- If applicable, please have your partner read sections L and M carefully and ensure they provide a legible signature and date.
- Digital signatures can be used.