



Information to obtain to facilitate the registration of a surviving spouse or common-law partner priority entitlement

This document provides information on what is needed to register persons who meet the requirements specified in [subsection 8.1\(1\) of the *Public Service Employment Regulations*](#) and are therefore entitled to appointment in priority to all persons, other than those referred to in sections 39.1 and 40 and subsections 41(1) and (4) of the [Public Service Employment Act](#), to any position in the public service in an advertised external appointment process for which the Public Service Commission (PSC) is satisfied that the spouse or common-law partner meets the essential qualifications referred to in paragraph 30(2)(a) of the Act.

1. Basic information about the person applying for the priority entitlement

- Family name, given name
- Home address
- Home telephone number
- Work telephone number
- Email address

2. Supporting documentation

The following will need to be provided to the home organization and sent to the PSC, or completed in the Priority Information Management System (PIMS) / the Priority Portal:

- a) A signed copy of the [Privacy Consent Form for Persons with a Priority Entitlement](#) will need to be kept on file with a copy sent to the PSC if the organization has completed a full new registration and activation. If the home organization submits a partial registration that is completed in the Priority Portal by the person with a priority entitlement, they will confirm acceptance of the form online.

- b) A copy of the letter from the appropriate federally or provincially legislated plan certifying that the surviving spouse or common-law partner has qualified for compensation as a result of the death of the person that is attributable to the performance of duties, including the date of the death. For cases involving the death of a Canadian Armed Forces (CAF) member, provide a copy of the letter from the [Directorate of Casualty Support Management \(DCSM\)](#) specifying the date of death of the CAF member and the spouse or common-law partner's entitlement to compensation under the [Canadian Forces Superannuation Act](#). This must be kept on file with the home organization and a copy sent to the PSC.
- c) The Priority Information Management System (PIMS) electronic online Registration Form.
- d) An updated résumé will need to be added into the Priority Portal by the person with a priority entitlement when they complete their section of the registration process if the home organization submitted a partial registration. If the home organization completes a full registration, they need this document in a format that can be copied to a word processing application that only reads regular characters (no PDF or image files). The PSC will not identify a person with a priority entitlement for positions if there is no résumé in their file.

3. Eligibility information to verify ahead of registration

The home organization must verify that the information provided for the registration and activation of the priority entitlement is correct and complete, and that the person applying for a priority entitlement:

- is not a person already employed in the public service for an indeterminate period at the time the request is made;
- is the surviving spouse or common-law partner who has qualified under any federally or provincially legislated plan for compensation as a result of the death of the person that is attributable to the performance of duties; and
- that the request is made within 5 years after the day on which they qualify for said compensation.

4. Inquiries

For further information about the priority entitlement for surviving spouses or common-law partners and its administration, consult [Part II, Chapter 10: Surviving spouse or common-law partner](#) of the Guide on Priority Entitlements, or a [priority entitlements consultant](#).