Security assessment checklists

The following checklists will provide you with a comprehensive list of supporting documentation required when performing security assessments or submitting security assessments applications to the Controlled Goods Program.

Checklist for all security assessments performed by a designated official

- ☐ Completed security assessment application
- ☐ 2 Pieces of government-issued identification (at minimum one must be photo identification):
    - ☐ Proof of Citizenship (i.e. birth certificate, passport, permanent resident card, etc.)
    - ☐ Proof of Residence (i.e. driver's licence, government-issued document with address, etc.)
- ☐ **Either** a fingerprint report *or* criminal records name check (using the national database Canadian Police Information Centre (CPIC))
    - ☐ **If** submitting a criminal records name check, you must also provide 2 pieces of government-issued photo identification (these **may** be the same as the 2 pieces of identification above if photo identification was used)
- ☐ Credit check report (may be requested by designated official)

Checklist for designated officials submitting application to the Controlled Goods Program

- ☐ Completed security assessment application
- ☐ 2 pieces of government-issued identification (at minimum one must be photo identification):
    - ☐ Proof of Citizenship (i.e. birth certificate, passport, permanent resident card, etc.)
    - ☐ Proof of Residence (i.e. driver's licence, government-issued document with address, etc.)
- ☐ Fingerprint report
- ☐ Credit check report (if applicable)
- ☐ Resume (optional)
- ☐ Proof of education (if completed in the past 5 years)

Checklist when submitting a security assessment application to the Controlled Goods Program for all authorized individuals and all owners with 20%+ ownership

- ☐ Completed security assessment application
- ☐ 2 Pieces of government-issued identification (at minimum one must be photo identification):
    - ☐ Proof of Citizenship (i.e. birth certificate, passport, permanent resident card, etc.)
    - ☐ Proof of Residence (i.e. driver's licence, government-issued document with address, etc.)
- ☐ **Either** a fingerprint report *or* criminal records name check (using the national database Canadian Police Information Centre (CPIC))
  NOTE - If submitting a criminal record name check, you must also provide 2 pieces of government-issued photo identification (these **may** be the same as the 2 pieces of identification above if they are photo identification)
- ☐ Police clearance certificate or record of good conduct for any foreign individuals
- ☐ Credit check report (may be requested by CGP)

Checklist for designated officials submitting application to the Controlled Goods Program for temporary workers, international students and visitors

- ☐ Completed and signed application for exemption from registration – temporary worker / international student
- ☐ Completed and signed visitor application for security assessment and exemption from registration
- ☐ Copy of valid passport (the photograph and signature page only);
- ☐ Copies of all identity documents issued to the temporary worker, visitor or international student by the Government of Canada, or any province
- ☐ **<u>Original results</u>** of country-wide criminal records check conducted by the relevant authorities in every country (other than Canada) in which the temporary worker, visitor, or international student resided during the past five years;
- ☐ Copy of valid work permit or study permit (as the case may be);

If using a study permit as authorization, a document from the academic institution at which the student is authorized to study, indicating that the work they are doing for the registered person is integral to those studies.