

Secretary of State for External Affairs may waive it for current federal employees and it is not mandatory for appointments, assignments or contracts of less than six months. The Basic Reliability Check entails:

- verifying personal data
- verifying educational and professional qualifications
- accreditations or certifications
- checking employment data
- checking reliability with previous employers and references
- a name check of criminal records
- a check of the Separation for Cause Information System maintained by the Public Service Commission. This is a listing of employees who have been released or rejected on probation or dismissed or discharged from the Public Service for cause.

The Enhanced Reliability Check

An Enhanced Reliability Check is required when the person to be hired, whether by assignment, appointment or contract, will have consistent and regular access to Designated information or to sensitive or valuable assets. Again, this check is a condition of appointment.

In addition to the elements of the Basic Reliability Check, the Enhanced Reliability Check may require:

- a fingerprint check
- a credit check
- other checks, if the duties of the job so indicate.

The person must be told what the reliability check will involve. Personal information cannot be used for this enhanced reliability check without the consent of the person to be checked.

Security clearances

Security clearances are required for anyone who will need access to Classified information or assets, regardless of the type of assignment, appointment or contract involved. Security clearances are carried out in addition to a basic reliability check. In essence, clearances are based on checks to establish loyalty and reliability; they do not verify professional or technical competence.