

Procedures for Conducting a Reliability Check (Prerequisite to a Security Clearance)

Before appointing a new employee, the responsible manager or staffing officer is required to submit by mail or by hand the following forms to conduct the Reliability Check.

Forms Required	
<input type="checkbox"/>	Personnel Screening Consent and Authorization Form (TBS/SCT 330-23)
<input type="checkbox"/>	Security Clearance Form (TBS/SCT 330-60) - for all clearances.
<input type="checkbox"/>	A set of fingerprints taken by SPAS ID room (only for Top Secret clearances or if requested by ISCT).
<i>All forms, other than the fingerprint form, are available on the Intranet Services, Forms on line.</i>	

Procedures for Completing the Personnel Screening Consent and Authorization Form TBS/SCT 330-23

1. At the top of the form indicate whether this is a new request or an upgrade to a higher level. Also indicate that the request is for a Reliability Check.
2. **Part A:** The individual to be screened must complete and ensure that all given and family names (including maiden and patronymic and matronymic names, and any legal name change, if applicable) are provided. This is most important as the Criminal Records Name Check is to be undertaken using all names.
3. **Part B:** "Particulars of Appointment". Complete and provide all information with respect to the position itself. Insert the name and address of the "Originator of the Request" as well as telephone and facsimile numbers.
4. **Part C:** "Screening Assessment and Consent". Have individual sign, date and initial boxes 1 through 4. Request confirmation of Reliability Status with ISCT.
5. Ensure that the individual to be screened provides the following:
 - consent to the disclosure and subsequent verification of the information, by initialing all boxes
 - written consent, by signing and dating the consent portion of the form, Part C.
6. Once the individual has given consent to the verifications, proceed as follows: