



## TEMPORARY WORKER OR INTERNATIONAL STUDENT APPLICATION FOR SECURITY ASSESSMENT AND EXEMPTION FROM REGISTRATION – CONTROLLED GOODS PROGRAM (CGP)

**Warning:** Any false statement, misrepresentation, or concealment of any material fact on this application or any document presented in support of this application may lead to denial, suspension, or revocation of your application and be grounds for criminal prosecution under subsection 45(2) of the *Defence Production Act*.

In any instance where this form does not allow sufficient space for a complete answer, attach a separate page as required. Incomplete or illegible applications will not be processed and will be returned to the applicant. If a section does not apply, indicate 'N/A' (not applicable). For a list of supporting documentation that must accompany each Security Assessment Application, please refer to the security assessment checklists on our website. The Controlled Goods Program has a service standard of 30 business days to process complete applications.

**Privacy notice**

The information requested is collected by the Controlled Goods Program to determine the current and ongoing entitlement of your company to register with the Controlled Goods Program. The information is collected under the authority of the *Defence Production Act* and the *Controlled Goods Regulations*.

Refusal to provide personal information or the provision of incorrect information will result in your being prohibited from examining, possessing, or transferring items identified in the Controlled Goods List contained in the Schedule to the *Defence Production Act*.

Your personal information is used, protected, or disclosed in accordance with the [Privacy Act](#) and is described in the Personal Information Bank, Controlled Goods Program, [PWGSC PPU 045](#). Under the *Privacy Act*, you have the right to access your personal information and to request corrections if you believe that your personal information is inaccurate or incomplete.

If you have concerns or believe to have grounds to file a complaint in regards to the handling of your personal information, you may contact the Public Services and Procurement Canada's Access to Information and Privacy Directorate by email at [tpsqc.vieprivee-privacy.pwgsc@tpsqc-pwgsc.gc.ca](mailto:tpsqc.vieprivee-privacy.pwgsc@tpsqc-pwgsc.gc.ca). If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you may wish to contact the [Office of the Privacy Commissioner of Canada](#).

**THIS SECTION IS TO BE COMPLETED BY THE DESIGNATED OFFICIAL**

**A – Preferred language of correspondence**

English	French
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**B – Type of application**

1 - New	Extension	Amendment
2 - Security assessment for		
Temporary Worker	International Student	

**C – Registered business information**

3 - Legal name	4 - Mailing address
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5 - Worksite address in Canada:

6 - Describe the purpose of employment, including when and where the applicant will examine/possess/ transfer controlled goods:

7 - Period of employment:

From (year-month-day) To (year-month-day)



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**Controlled goods information**

8 - Provide a description of the controlled goods that this individual may be required to examine, possess and/or transfer. Refer to the [Guide to the Schedule to the Defence Production Act](#) and provide the Schedule and Export Control List (ECL) number.

Refer to the [United States Munitions List \(USML\)—part 121 of the United States International Traffic in Arms Regulations \(ITAR\)](#) for U.S. ITAR defence articles that are manufactured in the U.S. or manufactured from technical data (technology) that is currently controlled under the USML to populate the last two columns of the table below. Please list the category number to its greatest extent.

Use "N/A" if not applicable, as scenarios vary. **Do not leave any table cells blank.**

Schedule / Export Control List (ECL) number	Description of controlled goods	Controlled by the USML – part 121 of the United States ITAR?		USML category number
<i>THE FOLLOWING ARE EXAMPLES ONLY:</i>				
2-6.a.	Military tank	Yes	No	VII a.1.
N/A	Ground vehicle suspension for military vehicle	Yes	No	VII g.10
2-7.b.2.b.	2-chlorovinylidichloroarsine (CAS 541-25-3);	Yes	No	N/A

**BEGIN BELOW:**

Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

**D - Statement of designated official**

I, the undersigned, as the individual authorized by the applicant, do hereby certify that the information contained in and accompanying this application to be true, complete, and accurate. I acknowledge and agree to comply with the responsibilities outlined in the Defence Production Act and the *Controlled Goods Regulations* with respect to the examination, possession, or transfer of Public Services and Procurement Canada's controlled goods.

9. Surname	10. Given name	11. Title
12. Business mailing address		
13. Telephone		14. E-mail address
Signature of designated official		Date





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**THIS SECTION IS TO BE COMPLETED BY THE TEMPORARY WORKER OR INTERNATIONAL STUDENT**

<b>E – Consent</b>	
<p>I, the undersigned, have read the privacy notice above and consent to the collection, use, or disclosure of my personal information in this application for its subsequent verification, inquiry, assessment, and/or use in an investigation to determine the risk posed for the unauthorized transfer of items identified in the Controlled Goods List contained in the Schedule to the <i>Defence Production Act</i>.</p> <p>My consent will remain valid until I no longer have the requirement to examine, possess, or transfer items identified in the Controlled Goods List contained in the Schedule to the <i>Defence Production Act</i>, until I am no longer associated with the business listed in the initial application, or until I send written notice to the Controlled Goods Program to revoke my consent.</p> <p>I understand that if I refuse to provide consent I will be prohibited from submitting this application and from examining, possessing, or transferring items identified in the Controlled Goods List contained in the Schedule to the <i>Defence Production Act</i>.</p> <p><b>Law enforcement record check</b></p> <p><b>I consent that my personal information (including fingerprints when applicable) may be disclosed to Canadian or foreign law enforcement agencies or police forces, or other entities within or outside government departments and agencies (e.g. credit bureau) which conduct verifications and/or investigations, and that my personal information may be verified to enable an assessment of my trustworthiness and reliability for the purpose of security assessment and that the result of such verifications and/or investigations may be released to the Government of Canada or the RCMP along with any other information about me or my associations contained in any accessible records and databases under their control.</b></p> <p>I further authorize any and all Canadian law enforcement agency – such as any Canadian or foreign police force, - or any person or organization, whether public, parapublic private or governmental to check, and release to the Controlled Goods Program or the RCMP, all of my criminal history, charges, court orders and any other information concerning me contained in any accessible records and databases under their control. I understand that this consent also authorizes any Canadian law enforcement agency – or any person or organization, whether public, parapublic private or governmental to release to the Controlled Goods Program or the RCMP any information enabling investigation of my associates and thus enabling determination of whether I am of good character.</p> <p>For this same purpose, I give the RCMP permission to release to Controlled Goods Program, in whole or in part, the information it has collected during my security assessment and understand it may be released to the Designated Official of the registered person in relation to this security assessment.</p>	
Signature of applicant	Date (year-month-day)

**The following documents must be submitted along with this application for security assessment:**

- A copy of a valid passport signature page of each passport held
- A copy of a valid work and/or study permit, in the case of a study permit a letter from the educational institution confirming the work is integral to the studies
- An original international criminal record check accompanied by a translation to English or French (required for when an individual was in a foreign country for a period longer than six consecutive months or in the United States for a period longer than twelve consecutive months within the last five (5) years)
- Copies of all identity documents issued by the Government of Canada or provincial government



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F – Biographical information		
15 - Surname	16 - Given name(s) (add parenthesis around the usual name used)	
17 - Surname at birth	18 - Other names used (nicknames, aliases)	
19 - Gender  Male                  Female                  Another gender	20 - Date of birth (year-month-day)	
21 - Indicate any change of name (include former names and maiden name)		
<b>From: Surname, Given name</b>	<b>To: Surname, Given name</b>	<b>Date of change (year-month-day)</b>

22 - Marital information		
Married	Common-law partnership	Separated
Widowed	Divorced	Single
23 - Current spouse / common-law partner		
24 - Surname	25 - Given name(s)	26 - Date of birth (year-month-day)
27 - Citizenship(s)	28 - Telephone (during business hours)	

G – Personal contact information		
29 - Business telephone (include extension)	30- Home telephone	31 - Mobile telephone
32 - Business e-mail	33 – Personal e-mail	

H – Citizenship and country of origin	
Attach a copy with signature page of each valid passport held	
34 - List all citizenships held	35 - If you hold permanent resident status in any country, list the country:
36 - Municipality and country of birth	37 - Country of departure
38 - Port of entry	39 - Date of entry (year-month-day)



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40 - List of valid passports				
Country of issuance	Passport number	Date of issuance	Name on passport	Expiry date

<b>I – Residential history</b>					
41 - List all places of residence during the last five (5) years beginning with your current address. Do not leave any gaps in dates. Canadian address must be provided.					
	Full address (apartment number; street number and name; city; province/territory; country and postal code)	From		To	
		year	month	year	month
a				Present	
b					
c					
d					
e					

<b>J – Employment and educational history</b>							
42 - List all employment and/or educational activities during the last five (5) years beginning with the most recent. Include all employment (full-time/part-time/self-employment), education and any periods of unemployment or any other long-term leave from employment. Do not leave any gaps in dates.							
	Employer / Academic institution	Title / Field of study	Full address	From		To	
				year	month	year	month
a						Present	
b							
c							
d							
e							
f							
g							



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**K – Criminal history**  
Individuals who currently reside in or have resided in a country other than Canada for a period greater than six consecutive months, or in the United States of America for a period greater than one year within the past 5 years, must obtain a Police Certificate from that country covering that period of time.

**As per subsection 15(5) of the Controlled Goods Regulations an individual who is or has been the subject of a security assessment shall advise the Minister or the designated official, as the case may be, of any change concerning their criminal history within five business days after the day on which the change occurs.**

43 – In the past five (5) years, have you been convicted of a criminal offence, in any country, for which you have not been granted a pardon / record suspension?

Yes No

44- If you answered yes, provide the details below

Charges	Police service/agency	City, province/territory, country	Date (year-month)	Sentence
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45 - If you have been detained, arrested in the past or the subject of a criminal action in any country including Canada, specify the occurrence, provide details of the detention or arrest and reason for criminal action, city, province or state and country, date and occurrence status.

Occurrence/ Incident	Details/reasons	City, province / territory, country	Date (year-month)	Status
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**L – Travel history**

46 - Provide details of international travel (outside of Canada) including any denial of entry into another country. List all the countries you have visited in the last 5 years, the purpose and dates of travel (if you travel frequently you may group the travel per country per time frame)

Country	Purpose (Business or Personal)	From		To		Total weeks spent
		year	month	year	month	
a						
b						
c						
d						
e						





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<b>M – Personal references</b>				
47 - Provide the following information for three (3) people who have known you personally for at least five (5) years and who can confirm the information on this application. Family members and co-habitants cannot be used as personal references. Family members include: spouse or common-law partner; father (including step); mother (including step); parents-in-law (including step and common-law); children (including step and adopted and children of common-law partner); and siblings (including step and adopted). Ensure a minimum of one personal and one professional reference.				
a	Surname	Given name	Relationship	Known you since (year)
	Telephone (business hours)	E-mail	Full residential address	
b	Surname	Given name	Relationship	Known you since (year)
	Telephone (business hours)	E-mail	Full residential address	
c	Surname	Given name	Relationship	Known you since (year)
	Telephone (business hours)	E-mail	Full residential address	

<b>N – Security clearance</b>		
48 - If you possess a valid security clearance, indicate the level, the country of issuance, the issuing government department and the expiry date (select all that apply).		
Confidential	Secret	Top Secret
NATO Secret	NATO Cosmic	Other (specify)
49 - Issuing country	50 - Issuing government department	51 - Expiry date (year-month-day)

<b>O – Security assessment statements</b>			
	52 - The information requested below is in respect of the five (5) year period immediately preceding the date of this security assessment application.	Yes	Non
1	I hold a valid passport of a country other than Canada. <i>If yes, specify which country or countries:</i>		
2	I have previously been ordered to surrender your passport to a government official. (i.e.: customs, police, passport agency or similar). <i>If yes, provide date, to whom you surrendered your passport, location, reason(s) your passport was surrendered and the outcome:</i>		



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3	I have previously applied for a security status/ and or clearance with the Government of Canada, a foreign government and/or private sector organization or an international body. <i>If yes, provide details (e.g., type, reason, etc)</i>		
4	I have previously been issued a security status and/or clearance that was denied, suspended, or revoked. <i>If yes, provide details (e.g., type, reason, etc)</i>		
5	I have meaningful associations with an individual(s), who is a member of, or is a supporter of, a group involved in espionage, terrorism, organized crime, proliferation of controlled goods, or subversive or militant activities. <i>If yes, provide details:</i>		
6	I have, or a member of my immediate family, had contact with non-Canadian officials (e.g. government, industry, foreign security or intelligence services, defence members, etc.) that are interested in my work or work of a colleague. <i>If yes, provide details:</i>		
7	I have or a member of my immediate family, had contact with foreign representatives in Canada or visited their place of employment or residence. <i>If yes, provide details:</i>		
8	I have or my family has received correspondence, whether solicited or not, from a foreign government. <i>If yes, provide details:</i>		
9	I have had direct or indirect contact with anyone whom I know, belongs to or I suspect belongs to a foreign intelligence service. <i>If yes, provide details If yes, provide details:</i>		
10	I have had professional or social contacts with representatives of foreign governments. If so, which government(s) and under what circumstances.		
11	I have financial, personal or property assets including bank accounts in countries for which I am not a citizen of. <i>If yes, provide details (e.g. banking institution name, country that the banking institution is based, location of property, etc):</i>		





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12	I currently financially support an individual(s) or organization(s) outside of Canada. <i>If yes, provide details:</i>		
13	I have been terminated or asked to resign from a position due to a theft or fraud related incident(s). <i>If yes, provide details:</i>		
14	I have previously filed for bankruptcy. <i>If yes, provide details:</i>		
15	I currently have a financial judgement against me (this includes a fine or restitution regardless of whether you are in arrears; or any other type of financial judgement e.g. child support, taxes in which you are in arrears more than three months). <i>If yes, provide details:</i>		
16	I have previously been denied credit and/or had a credit card revoked. <i>If yes, provide details:</i>		