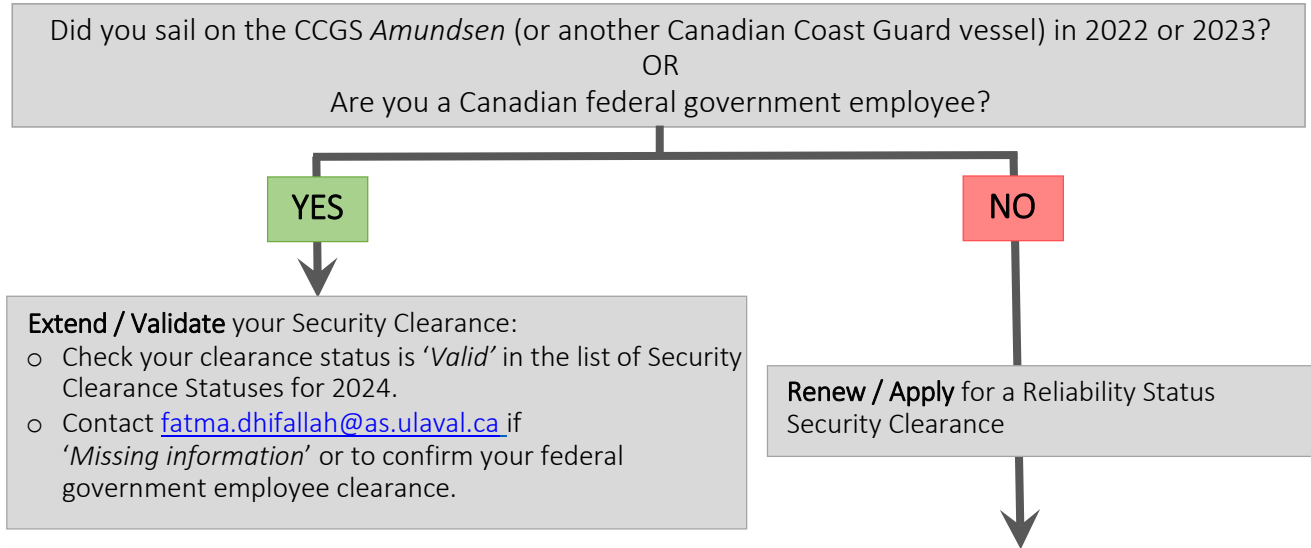


Security Clearance process to participate in the 2024 scientific expedition on the CCGS *Amundsen*



A complete Security Clearance application MUST include:

| Canadian citizens & permanent residents | Foreign visitors & immigrants |
|---|---|
| <input type="checkbox"/> Form 330-23: All sections completed with <u>hand-written initials, signature and date</u> on page 2 | <input type="checkbox"/> Form 330-23: All sections completed with <u>hand-written initials, signature and date</u> on page 2 |
| <input type="checkbox"/> Birth certificate OR citizenship/permanent resident card: Good resolution scan | <input type="checkbox"/> Passport: Good resolution scan |
| <input type="checkbox"/> Photo ID (government-issued): Good resolution scan | <input type="checkbox"/> Photo ID (government-issued): Good resolution scan |
| <input type="checkbox"/> Fingerprints: Bring official letter to the fingerprinting service supplier and provide Document Control Number (DCN) | <input type="checkbox"/> Visa OR eTA OR Study/Work permit (if applicable): Good resolution scan |
| <input type="checkbox"/> Police certificate(s) from country(ies) where you have lived 6 consecutive months or more in the past 5 years | <input type="checkbox"/> Police certificate(s) from country(ies) where you have lived in the past 5 years: Criminal background check may require fingerprinting |

Send your completed and signed application form, all documents and fingerprints DCN to the Canadian Coast Guard:
By email: DFO.CAOBAmundsenAdmin-AdminAmundsenEOCA.MPO@dfo-mpo.gc.ca
No paper copies will be received by regular mail.

NGCC • CCGS
AMUNDSEN

BRISE-GLACE DE RECHERCHE CANADIEN
CANADIAN RESEARCH ICEBREAKER

Guidelines for completing the Security Clearance process to participate in the 2024 scientific expedition onboard the CCGS *Amundsen*

The Canadian Coast Guard, in compliance with Government Security Policy ([Standard on Security Screening](#)), requests that all participants of the 2024 Amundsen Expedition obtain a “Reliability Status” security clearance before boarding a Canadian Coast Guard Ship (CCGS). The Canadian Security Office will only process security clearance applications from individuals whose names are on the 2024 Amundsen Expedition participants list.

Please read the information contained in these guidelines carefully.

Extensions and Validations

A Security Clearance is valid for ten years and can be extended or validated in the following situations:

1. You are a Canadian citizen or permanent resident AND you have sailed on the CCGS *Amundsen* or another Canadian Coast Guard vessel in the last two years (i.e., you were a participant during the 2022 or 2023 Expeditions).
2. You are a Canadian federal government employee.

1. Extension

Reliability Status granted to Canadian citizens and permanent residents and active in 2022 and 2023 can be extended. You can check your security clearance status in the list provided with these guidelines:

‘Valid’: Security clearance will be extended automatically to participate in the 2024 Amundsen Expedition.

‘Missing information’: Contact fatma.dhifallah@as.ulaval.ca to complete the re-activation of your security clearance.

****New**** Reliability Status with Limitations granted to foreign visitors and immigrants and active in 2023 can be extended under certain conditions. Your clearance status will indicate *‘Missing information’* and you must contact fatma.dhifallah@as.ulaval.ca to complete the re-activation of your security clearance.

2. Validation

Reliability Status granted to employees of Canadian federal departments and agencies must be validated before boarding the CCGS *Amundsen*. To do so, contact fatma.dhifallah@as.ulaval.ca and provide your name, date of birth and the federal department/agency for which the Reliability Status was granted.

Renewals and New Applications

A new application for a Reliability Status must be submitted if:

1. You sailed on the CCGS *Amundsen* or another Canadian Coast Guard vessel in 2021 or before (i.e., not in the past 2 years)
2. Your Security Clearance has expired (See Clearance Status list)
3. You apply for the first time

FORM 330-23

The application Form 330-23, pre-filled for the 2024 Amundsen Expedition, must be completed by all participants (Canadians, immigrants or foreign visitors) to renew or apply for a Reliability Status.

Fill in the information directly in the PDF document, then print and put your initials, signature and date by hand on page 2.

Make sure to complete all sections of the form as the security screening process will be delayed or canceled if incomplete:

- In Section B, write down all given names in full, your family name at birth, and underline your usual first name.
- In Section B, write down your addresses for the last five years counting back from the date you sign this form and with no time gaps between addresses. Use another sheet if needed and sign it.
- Pay special attention to the section “Criminal convictions in and outside of Canada”.
- Fill in your name and date of birth at the top of page 2.

Print the completed form:

- In Section C, write your initials by hand under ‘Applicant’s initials’ at lines 1, 2 and 3.
- In Section C, date and sign by hand.

For an electronic submission (see below), scan the completed and hand-signed form (good resolution scan saved in PDF format). **Only electronic submissions via email will be received.**

TWO LEGIBLE COPIES OR SCANS OF IDENTIFICATION

For Canadian citizens and permanent residents:

- Birth certificate OR record of naturalization, citizenship or permanent residence (mandatory).
- One other government-issued photo identification, such as passport, driver's license, health card, etc.

For foreign visitors and immigrants:

- Passport (mandatory)
- One other government-issued photo identification, such as a driver’s license, health card, etc.

FINGERPRINTS

- Fingerprints are required with your Security Clearance application if you have lived in Canada for six consecutive months or more within the past five years. Fingerprints can be taken at accredited fingerprinting companies ([Fingerprinting Service Providers](#)) or police services in Canada.
- Fingerprints taken electronically is the preferred method. They will be sent directly to the Central Security Office in Ottawa by the fingerprinting service supplier. Bring with you the official letter provided in Appendix 1 when you get your fingerprints taken.
- Retain your receipt and provide the Document Control Number (DCN) with your application for tracking purposes.
- Fingerprints taken with ink add delays to the screening process so electronic should be employed if available. They must be sent by post with the application Form 330-23 and documents to the attention of the Canadian Coast Guard (see address below).
- If you presently reside outside of Canada, fingerprints MUST be taken using Form C-216 by a service supplier in the country of residence. Contact fatma.dhifallah@as.ulaval.ca for more information and to obtain this form.

Foreign visitors do not have to submit fingerprints as part of this application but may have to send their fingerprints to the appropriate national agency performing the criminal and security background check needed to issue the required [Police certificate](#) (see below).

POLICE CERTIFICATE

- A police certificate (or letter of good conduct) from a foreign country (attesting the criminal and security background check) is required if:
 1. If you are Canadian but have lived outside of Canada for 6 consecutive months or more in the last 5 years.
 2. If you are a foreign visitor.
- Police certificates must be issued by a national agency. Information on how to obtain a police certificate in each country can be found on the [Immigration and Citizenship Canada](#) website. For U.S. citizens, the FBI (not the states) must issue the certificate.
- You must submit a police certificate from each country where you have resided 6 consecutive months or more in the past 5 years.
- Police certificates must be in English or French OR must be translated and certified by a professional.
- A good resolution scan of the original police certificate will be accepted.

VISA, eTA AND STUDY/WORK PERMIT (VISITORS AND IMMIGRANTS)

- A copy of the [Visa or Electronic Travel Authorization \(eTA\)](#) if applicable.
- A copy of the study permit OR work permit.

- Send your completed and signed application form, all required documents and fingerprints DCN to the Canadian Coast Guard:
 - By e-mail: DFO.CAOBAmundsenAdmin-AdminAmundsenEOCA.MPO@dfo-mpo.gc.ca
 - No paper copies will be received by regular mail.

IMPORTANT

The Reliability Status (and the security screening process) is MANDATORY in order to be allowed access to the CCGS *Amundsen*.

Apply as soon as you have confirmation that you will participate in the 2024 Amundsen Expedition and if possible at least 2 months before embarking on the CCGS *Amundsen*.

For Canadians, a “Reliability Status” could be granted relatively quickly after sending the security clearance application if the documents are sent electronically and there are no criminal records or convictions. However, in cases where participants have been convicted of a prior offence (or your name is the same as a person with a prior conviction), the screening process can take up to two months.

The screening process will take longer for foreign visitors or if you have lived abroad. Account for delays in obtaining the police certificates from foreign countries.

If members of your team are identified as alternates to replace participants on the Amundsen Expedition (at the last minute), have them also submit a security clearance application as soon as possible.

Upon completion of the security screening, a Security Clearance Certificate granting a “Reliability Status” will be sent for signature by the participant.

All participants authorized to go onboard a Canadian Coast Guard ship operating in the Arctic must have a valid passport with them in the event that they need to travel outside their country of origin for medical reasons (MEDEVAC) or crew changes.

If you have questions regarding the application documents or the Security Clearance process to participate in the 2024 scientific expedition aboard the CCGS *Amundsen*, please contact Fatma Dhifallah at fatma.dhifallah@as.ulaval.ca.

Fatma Dhifallah
Logistics and Administration Coordinator

Amundsen Science
1045, avenue de la Médecine, room 4075
Université Laval, Pavillon Alexandre-Vachon
Quebec City, QC, G1V 0A6
Canada

Appendix 1



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Fingerprints for Employment with the Department of Fisheries and Oceans and Canadian Coast Guard

NOTE: You must present this letter to the person who will be taking your fingerprints.

As part of the security screening process your fingerprints are required.

There may be a fee for this service and you must provide two pieces of identification, issued by a provincial, territorial or federal government; one of which must be photographic identification.

Your fingerprints may be taken electronically or with ink”

- If taken with ink, you must mail the fingerprints to the address below.
- If the fingerprints are taken electronically, the service provider must identify in the system that the results are sent to the address below:

**ON 80230
Fisheries and Oceans Canada
Personnel Security Screening
4E163 - 200 Kent Street
Ottawa, ON K1A 0E6**

For tracking purposes, it is important that you retain your receipt and Document Control Number (DCN), if the fingerprints are transmitted electronically.

The information collected by Fisheries and Oceans Canada is in accordance with the Privacy Act Statement on your Personnel Screening, Consent and Authorization form.

Empreintes digitales pour emploi au sein du Ministère du pêches et océans et de la Garde côtière canadienne

NOTA: Vous devrez présenter cette lettre à la personne qui prélèvera vos empreintes digitales.

Vos empreintes digitales sont requises dans le cadre du filtrage de sécurité.

Il peut y avoir des frais pour ce service et vous devez fournir deux pièces d'identité émises par un gouvernement provincial ou territorial ou par le gouvernement fédéral; dont une doit être une pièce d'identité avec photo.

Vos empreintes digitales peuvent être prélevées par voie électronique ou avec de l'encre :

- Si les empreintes sont prélevées avec de l'encre, vous devez les poster à l'adresse ci-dessous.
- Si les empreintes sont prélevées par voie électronique, le fournisseur de service doit indiquer dans le système que les résultats soient envoyés à l'adresse ci-dessous :

**ON 80230
Pêches et Océans Canada
Filtrage de sécurité du personnel
4E163 – 200, rue Kent
Ottawa, ON K1A 0E6**

Pour des fins de suivi, il est important que vous conserviez votre reçu et le numéro de contrôle de document (NCD), si les empreintes digitales sont transmises par voie électronique.

Les renseignements recueillis par Pêches et Océans Canada sont conformes à l'énoncé concernant la *Loi sur la protection des renseignements personnels* sur le Formulaire de vérification de sécurité, de consentement et d'autorisation du personnel.

Service Providers

You can have your fingerprints taken by one of the following service providers:

- **Local police service**

Although most police centres provide this service, it is recommended that you confirm with your local police service before you arrive.

- **Accredited fingerprinting companies**

To find a list of accredited fingerprinting companies visit: <https://www.rcmp-grc.gc.ca/en/where-do-get-a-criminal-record-check>

DFO Personnel Security Services

Individuals in the National Capital Region can have fingerprints taken at 200 Kent Street, Ottawa, ON. For an appointment, email: Personnel_Security.XNCR@dfo-mpo.gc.ca

Yours truly,

DFO Personnel Security Office
Personnel_Security.XNCR@dfo-mpo.gc.ca

Fournisseurs de service

Vous pouvez avoir vos empreintes digitales prises par l'un des fournisseurs de service suivants :

- **Service de police**

Bien que la majorité des centres de police offre ce service, il est recommandé de vérifier auprès du service de police de votre région avant de vous déplacer.

- **Les sociétés de dactyloscopie accréditées**

Pour trouver une liste de sociétés de dactyloscopie accréditées visitez : <https://www.rcmp-grc.gc.ca/fr/ou-puis-obtenir-verification-casier-judiciaire>

La Sécurité du personnel du MPO

Les individus de la région de la capitale nationale peuvent avoir leurs empreintes digitales prélevées au 200, rue Kent, Ottawa, ON. Pour un rendez-vous envoyez un courriel à : Personnel_Security.XNCR@dfo-mpo.gc.ca

Cordialement,

Bureau du filtrage de sécurité du MPO
Personnel_Security.XNCR@dfo-mpo.gc.ca