

Before you start filling out the form, give yourself a chance to collect some required information. Some of the items may require a phone call or doing some research of your records to identify dates or locations.

**Marital Status**

- Date of status change

**Previous Spouse(s) (if applicable)**

- First, middle and last name
- Country of birth
- DOB
- Present citizenship

**Immediate Relatives**

**Immediate family includes: All children 18 years and over that you or your spouse or common-law partner have a parental relationship. Your father, mother, brothers, sisters. Include 'half' or 'step' relatives in this category. Your current spouse's or common-law partner's father and mother. Include 'half' or 'step' relatives in this category.**

**For Each Relative:**

- Relationship
- First, Middle and Last Name
- Family name at birth
- Country of birth
- City of birth
- Date of birth
- CURRENT address; country, province, street number and name

**Employment:**

- Employer
- Title
- Office address

**Criminal Convictions (if applicable)**

- Charge(s)
- Police force
- Conviction Date
- Country
- City
- Additional info (if applicable)



**Citizenship (other than Canadian)**

- Which country it is for
- Reason for having dual citizenship

**Passport (other than Canadian)**

- Which country it is for
- Reason for having the passport

**Residences (last 10 years)**

**\*Cannot have 2 (overlapping) addresses for the same time period**

- Street number and name
- Country
- Province
- From (yyyy-mm)
- To (yyyy-mm)

**Employment (current & past)**

- From (yyyy-mm)
- To (yyyy-mm)
- Employer
- Title
- Street number and name
- Country
- Province
- City
- Military (if applicable)*
- Service #*
- Supervisor (Full name), telephone number
- Alternative contact if applicable

**Education (include block training)**

- From (yyyy-mm)
- To (yyyy-mm)
- Name of school or university
- Address of school



**Unemployment**

- Each period of unemployment
- From (yyyy-mm)
- To (yyyy-mm)

**Military**

- From (yyyy-mm)
- To (yyyy-mm)
- Branch of service
- Rank
- Service #
- Location (Country, Province, Street # and name)

**Foreign Employment (if applicable)**

- Nature of work
- Country
- Organization
- From (yyyy-mm)
- To (yyyy-mm)



**ONLINE FORM**

1. Click on link provided in email.
2. Login with user and temp password (from the email)
3. Create new password
4. Continue to PSSS
5. Read agreement, check box to agree and continue.
6. Scroll down to "Required Forms" and start with the Personnel Screening, Consent and Authorization Form (TBS 330-23). This is the same as the Reliability Status but is now an upgrade to request for Level II Secret Clearance
  - Reference to your copy of the Reliability Status information you have already submitted.
  - Verify your Biographical Information
  - Go through the right-hand side table for each section; Entry Into Canada, Residence, Security Screening, Criminal Convictions, Consent and Verification.
  - Click on Form Completeness Check and Submission for any errors.
  - Sign and submit

**BIOGRAPHICAL INFORMATION**

- Complete Sheet
- Save
- Click completeness check list

**SECURITY**

- If you have ever completed a security clearance form before make mention of it with related confirmation numbers

**MARITAL STATUS**

- Identify what your marital status is currently
- Current Spouse
  - Step 1
    - Fill in info below
    - Save and continue.
  - Step 2
    - Spouse location and date of marriage or common-law.
  - Step 3
    - Residence of spouse.
  - Step 4 (if applicable)
    - Any previous spouse; include their information



**IMMEDIATE RELATIVES**

Step 1

- Fill in name and DOB for first relative

Step 2

- Fill in residence of first relative

Step 3

- Fill in employment information for first relative
- Save

**REPEAT FOR EACH IMMEDIATE RELATIVE;**

**Immediate family includes: All children 18 years and over that you or your spouse or common-law partner have a parental relationship. Your father, mother, brothers, sisters. Include 'half' or 'step' relatives in this category. Your current spouse's or common-law partner's father and mother. Include 'half' or 'step' relatives in this category.**

**CRIMINAL CONVICTIONS**

- Fill in if necessary, save and add additional convictions if required.
- Save

**CITIZENSHIP**

- Fill in with detail unless you have only had a Canadian citizenship.
- Save

**RESIDENCES**

- Include all residences in the last 10 years
- For your current residence put TODAY'S month and year for **\*To (yyyy-mm)**

**EMPLOYMENT**

- Include each period of employment
- Name of employer
- Address of employer's office
- Supervisor's name and phone number
- Save

**REPEAT FOR ALL EMPLOYERS AND TIME RANGES**

**EDUCATION**

Fill in any time you have taken full-time program and any part time (block training) programs you have taken in the last 10 years.

**UNEMPLOYMENT**

- Fill in each period between jobs that you had been unemployed.



**FORM COMPLETENESS CHECK AND SUBMISSION**

- On the right-hand side at the bottom of the table for Form TBS 330-60, click on Form Completeness Check and Submission. This will check all the form pages to confirm all the information has been suitably inputted for the application. Please review any errors and look them over.
- Common issues include having months of residences with a gap. If you moved in the middle of the month, include that the "To" date of the first residence is the "From" date of the second. This will also happen for employment history when combined with gaps of unemployment.
- When all of the checks have come back without error, you may proceed to submit to the Company Security Official (CSO). You can sign the agreement at the end by:

E-signed by:

E-signing the personnel security screening form(s) in OLISS(i.e. both the individual applicant and the responsible Security Official) means copies of the signed form(s) are no longer required to be submitted separately allowing the CSP to move forward without waiting for documentation.

Original Signature: By selecting this "Original Signature" option, in addition to submitting via OLISS, you must also print, sign and submit copies of all security clearance request form(s) and any required supporting documentation immediately after your online submission. (No change to the current procedure.)

- The e-signature will allow for a faster submission for approval.
- After selecting, click on Submit to Security Official to send it through to the CSO's at the hall.

