

# ONTARIO POWER GENERATION'S SECURITY CLEARANCE PROCESS

ONTARIO  
POWER  
GENERATION

## WHAT DO I NEED TO KNOW?

The following overview of the Security Clearance Process contains information you need to be aware of regarding your potential employment with OPG. To help applicants during the selection process, we want to ensure all the security clearance requirements are clear so that the necessary documents can be gathered in a timely fashion.

## WHY IS IT SO IMPORTANT?

This crucial step in the hiring process is for everyone's safety. Our security clearance standards ensure that OPG complies with Federal laws and our own policies. In particular, our Nuclear operations are governed by regulations set out and monitored by the Canadian Nuclear Safety Commission (CNSC).

## WHO NEEDS CLEARANCE?

Everyone. Whether you will be working in a Corporate group or a Nuclear, Hydro or Fossil station, security clearances are mandatory for anyone joining OPG for any type of employment or contract engagement. Once a clearance is granted, it is valid for five years for OPG employees and one year for contract, temporary, student and Building Trade Union (BTU) employees.

## HOW DO I OBTAIN IT?

If you are given an offer of employment or awarded a contract, you will be provided a series of security forms to complete. All offers of employment or contract work are conditional upon successful security clearance. If you are leaving an employer to work for OPG, we recommend that you consider how you will co-ordinate notice to your current employer once you have been given notification from OPG that your security clearance is granted.

## WHAT ELSE DO I NEED TO PROVIDE?

If you are offered a position with OPG, you will be asked to attach the following required documents to your completed security clearance forms:

A **notarized** legible copy (front and back of your birth certificate if you were born in Canada

**OR**

If you were not born in Canada, please provide a **notarized** legible copy (front and back) of a Citizenship Card, Permanent Resident Card or a Valid Work Permit

**NOTE** If you have changed from using your birth name (i.e. the name that appears on your birth certificate) to your married name, you must also provide a **notarized** legible copy of your driver's licence or a **notarized** legible copy of your marriage certificate.

## WHAT IF I HAVE BEEN IN CANADA LESS THAN FIVE YEARS?

If you do not have five years of traceable history in Canada, you are responsible for providing a certified Criminal Record Name Check (CRNC) document from your country of origin, and from all other countries lived or worked in for greater than one year, over the last five years. This document must be submitted in English. If translation is required, it must be certified. For information on how to obtain a valid Criminal Record Name Check (CRNC) document, please call the Security Clearance Office at 905-839-6746, ext. 4440, or by e-mail at [clearance.questions@opg.com](mailto:clearance.questions@opg.com).

If you have resided in the United States for greater than six months within the last five years, you are responsible for providing an FBI Identification Record. For further information on obtaining an FBI Identification Record, please visit <http://www.fbi.gov/hg/cjisd/fprequest.htm>.

## ANY USEFUL TIPS TO HELP MINIMIZE DELAYS?

- Be sure to complete all questions contained in the forms. If any areas are left blank, the forms will be returned and the review will be delayed. There must not be any gaps in work history or residence status. For example, if you were not working or in school for a summer, please indicate this.
- If a question does not apply to you, please do not leave it blank. You must answer YES or NO where applicable (i.e. Do you have military service?).
- Ensure that all copies of your identity documents are legible prior to returning your security package.
- Please do not submit original documents, as you will need to keep them for future use.

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