

SECURITY CLEARANCE APPLICATION INFORMATION for Union Personnel Interested in Employment at Victoria Shipyard

In order to work at Victoria Shipyards you require a Contract Security Program (CSP) Security Clearance.

STEP 1

To begin your security clearance application you are required to have your fingerprints taken electronically and sent to CSP.

Please contact the Victoria Commissionaires Office at 928 Cloverdale Ave, 250-727-7755, or email fp@cviy.ca to arrange an appointment. Ask for Neil McKinnon in Identification Services. Inform him that you are applying to work for Victoria Shipyards and need to have your prints sent to the Contract Security Program. **When you have your fingerprints taken, ensure that you receive a copy of your consent form or a receipt that includes your DCN number** as we require this DCN number in order to being your online application for clearance.

Should you choose to use a different RCMP-accredited third-party fingerprint service provider, including a different Commissionaires office, **take a copy of the CSP Fingerprints applicant request form with you** <https://www.tpsgc-pwgsc.gc.ca/esc-src/documents/demande-empreintes-fingerprint-request-eng.pdf>. This form includes instructions for the service provider. VSL will not be responsible for incorrectly routed fingerprints.

**Please note, VSL does not cover the cost of fingerprinting for Non-VSL personnel.

STEP 2

Once you obtain you electronic Fingerprints, send an email to VSLSecurityforms@seaspan.com with the following documentation and Information.

DCN Number

Your Full Name

Birthdate

Trade

Preferred email address

Two pieces of current government issued ID – Please scan or take a photo and attach to the email. This should include ID with your photo, ID with your date of birth, and ID with your current address on it. Examples of acceptable ID: Driver's License, Birth Certificate, Care Card or Services Card, Passport, Firearms License, Certificate of Indian Status, Certificate of Canadian Citizenship, or Permanent Resident Card. (Please note, the commissionaires will not forward your ID to VSL. Your application cannot be submitted without ID.)

STEP 3

Once we have the DCN number and supporting documents we will begin your application. **You will receive an email with the instructions for completing the application online**, and two additional forms to complete as noted below.

Citizenship Information Form

This form is **REQUIRED**. This form needs to be completed and kept in your personnel file for auditing purposes.

Consent to Release Form

This form is **OPTIONAL**. It is used to authorize the Contract Security Program to release information on your level of security clearance to another company registered with the program (other than VSL).

STEP 4

Once the online application is complete and all supporting documentation is received we will submit your application for clearance to CSP. It takes 7 to 120 business days for clearances to be approved by CSP.

STEP 5

IMPORTANT!!! Once we receive the approval of your security clearance application from CSP, you will need to attend a VSL Security Briefing (we will contact you when we have a briefing scheduled). We will attempt to contact you 3 times and after that, if we have not heard back from you we will terminate your application.

****Once you have attended the Security Briefing you will have your clearance** and are ready to work at Victoria Shipyards, you may notify your union at this point. If you are not hired within 6 months of receiving your clearance, your clearance may be terminated. A terminated clearance can be reactivated for a period of 2 years following termination.

Please note, a successful application for a security clearance does not constitute future employment with Victoria Shipyards.

If you need more information, you can contact us by email: VSLSecurityforms@Seaspan.com