


CSIS INDICES CHECK FORM FOR CANDIDATES FOR PUBLIC OFFICE POSITION

The Privacy Act Statement

All information provided on this form is collected by the Department of Justice Canada for the purpose of determining the suitability of candidates for certain judicial positions subject to the *Judges Act*. This information will be shared with the Canadian Security Intelligence Service (CSIS) to conduct an indices check on the candidate, pursuant to sections 13 and 15 of the *CSIS Act*. The information is collected under the authority of subsection 7(1) of the *Financial Administration Act* and the Policy on Government Security (PGS) of the Government of Canada and is protected by the provisions of the *Privacy Act* in institutions that are covered by the *Privacy Act*. A refusal to provide information will result in the candidate's ineligibility to a Judicial position. The personal information collected is described in the CSIS institution-specific Info Source chapter for Personal Information Bank CSIS PIB SIS PPU 005 (Security Assessments/Advice).

The candidate must complete all sections of this form (A to K inclusive). Please refer to the instructions provided below (pages 6 to 7) to ensure the form is completed accurately.

This form is designed to be filled out digitally to prevent delays and miscommunications. Please refrain from using handwritten entries, if possible.

| A BIOGRAPHICAL INFORMATION | | | | | |
|---|--|---|---|-------------------------------|--|
| Title (Mr, Ms, Justice, Honourable, etc.) | | Surname | Full given names (<u>underline</u> name normally used) | | |
| Surname at birth | All other names used | | Gender | | |
| Date of birth (yyyy/mm/dd) | Place of birth (city, province/territory, and country) | | | | |
| Name Change (other than by marriage)  | Date and Place of change (city, province/territory, and country) | | Method (authority) | | |
| All telephone numbers used (home, cellphone, work, etc.) | | All email addresses used (personal, work, etc.) | | | |
| B MARITAL STATUS/Common-Law Partnership | | | | | |
| CURRENT PARTNER | Status | Surname | Full given names | Surname at birth | |
| | Date of birth (yyyy/mm/dd) | Place of birth (city, province/territory, and country) | | Gender | |
| | Date of marriage/common-law partnership (yyyy/mm/dd) | | Place of marriage/common-law partnership (city, province/territory, and country) | | |
| | Current Address (apt – street #, street name, city, province/territory, and country) | | | Current citizenship(s) | |
| | Name and Address of employer (street #, street name, city, province/territory, and country) | | | Job title | |

| B MARITAL STATUS/Common-law Partnership - Continued | | | | |
|---|--|-------------------------|---|--|
| PREVIOUS PARTNER (within the last five [5] years) | Surname | Full given names | Surname at birth | Date of birth (yyyy/mm/dd) |
| | Place of birth (city, province/territory, and country) | | Current citizenship(s) | Gender |
| | Date of marriage/common-law partnership (yyyy/mm/dd) | | Place of marriage/common-law partnership (city, province/territory, and country) | |
| | Date of separation, divorce or death (yyyy/mm/dd) | | Place of separation, divorce or death (city, province/territory, and country) | |
| C IMMEDIATE RELATIVES + | | | | |
| Reference instructions for requirements. | | | | |
| 1 | Relationship | Surname | Full given names | Surname at birth |
| | Place of birth (city, province/territory, and country) | | Gender | Date of birth (yyyy/mm/dd) |
| | Current Address (apt – street #, street name, city, province/territory, and country) | | | Date of death (yyyy/mm/dd) (if applicable) |
| | Name and Address of employer (street #, street name, city, province/territory, and country) | | | Job title |
| 2 | Relationship | Surname | Full given names | Surname at birth |
| | Place of birth (city, province/territory, and country) | | Gender | Date of birth (yyyy/mm/dd) |
| | Current Address (apt – street #, street name, city, province/territory, and country) | | | Date of death (yyyy/mm/dd) (if applicable) |
| | Name and Address of employer (street #, street name, city, province/territory, and country) | | | Job title |
| 3 | Relationship | Surname | Full given names | Surname at birth |
| | Place of birth (city, province/territory, and country) | | Gender | Date of birth (yyyy/mm/dd) |
| | Current Address (apt – street #, street name, city, province/territory, and country) | | | Date of death (yyyy/mm/dd) (if applicable) |
| | Name and Address of employer (street #, street name, city, province/territory, and country) | | | Job title |

| | | | | |
|---|--|----------------|-------------------------|--|
| 4 | Relationship | Surname | Full given names | Surname at birth |
| | Place of birth (city, province/territory, and country) | | Gender | Date of birth (yyyy/mm/dd) |
| | Current Address (apt – street #, street name, city, province/territory, and country) | | | Date of death (yyyy/mm/dd) (if applicable) |
| | Name and Address of employer (street #, street name, city, province/territory, and country) | | | Job title |
| 5 | Relationship | Surname | Full given names | Surname at birth |
| | Place of birth (city, province/territory, and country) | | Gender | Date of birth (yyyy/mm/dd) |
| | Current Address (apt – street #, street name, city, province/territory, and country) | | | Date of death (yyyy/mm/dd) (if applicable) |
| | Name and Address of employer (street #, street name, city, province/territory, and country) | | | Job title |
| 6 | Relationship | Surname | Full given names | Surname at birth |
| | Place of birth (city, province/territory, and country) | | Gender | Date of birth (yyyy/mm/dd) |
| | Current Address (apt – street #, street name, city, province/territory, and country) | | | Date of death (yyyy/mm/dd) (if applicable) |
| | Name and Address of employer (street #, street name, city, province/territory, and country) | | | Job title |
| 7 | Relationship | Surname | Full given names | Surname at birth |
| | Place of birth (city, province/territory, and country) | | Gender | Date of birth (yyyy/mm/dd) |
| | Current Address (apt – street #, street name, city, province/territory, and country) | | | Date of death (yyyy/mm/dd) (if applicable) |
| | Name and Address of employer (street #, street name, city, province/territory, and country) | | | Job title |
| 8 | Relationship | Surname | Full given names | Surname at birth |
| | Place of birth (city, province/state, and country) | | Gender | Date of birth (yyyy/mm/dd) |
| | Current Address (apt – street #, street name, city, province/territory, and country) | | | Date of death (yyyy/mm/dd) (if applicable) |
| | Name and Address of employer (street #, street name, city, province/territory, and country) | | | Job title |

| D CRIMINAL CONVICTION IN AND OUTSIDE OF CANADA | | | | | | |
|--|----------------------|--|--|--|----------------|---------------|
| Have you ever been convicted of a criminal offence for which you have not been granted a pardon in or outside of Canada? Yes No | | | If yes, provide the below details (charge(s), name of police force, city, province/state, country and date of conviction): ▼ | | | |
| Charge(s) | Name of police force | | City, province/territory, and country | Date of conviction (yyyy/mm/dd) | | |
| E BORN OUTSIDE CANADA OR HOLD DUAL CITIZENSHIP | | | | | | |
| Date of entry into Canada (yyyy/mm/dd) | | Current citizenship(s) | | If you are a naturalized Canadian, provide the certificate number and date of issue: | | |
| Do you maintain citizenship of a country other than Canada? Yes No | | Have you used a passport other than a Canadian one? Yes No | | Canadian citizenship certificate No. | | |
| If yes, identify the name of the country and indicate the reason: | | If yes, explain: | | Date of issue (yyyy/mm/dd) | | |
| | | | | If you are not naturalized, have you applied for Canadian citizenship? Yes No | | |
| | | | | Date of application (yyyy/mm/dd) | | |
| F RESIDENCE + | | | | | | |
| Provide a complete address history <u>within the last ten (10) years</u> , starting with the current address (<u>no gaps/overlaps</u>) – Reference instructions for requirements. | | | | | | |
| 1 | Apt. No. | Street No. | Street name | | From (yyyy/mm) | To Present |
| | City | | Province/Territory | Postal Code | Country | Telephone No. |
| 2 | Apt. No. | Street No. | Street name | | From (yyyy/mm) | To (yyyy/mm) |
| | City | | Province/Territory | Postal Code | Country | Telephone No. |
| 3 | Apt. No. | Street No. | Street name | | From (yyyy/mm) | To (yyyy/mm) |
| | City | | Province/Territory | Postal Code | Country | Telephone No. |

| G EMPLOYMENT + | | | |
|--|---|--|--|
| Provide a complete employment history within the last ten (10) years , starting with the current employment (no gaps) - Reference instructions for requirements. | | | |
| 1 | Name of employer (department/agency/organization, if applicable) | | From (yyyy/mm) To Present |
| | Job site address (street #, street name, city, province/territory, and country) | | Job title |
| | Supervisor's name in full | | Supervisor's phone number |
| 2 | Name of employer (department/agency/organization, if applicable) | | From (yyyy/mm) To (yyyy/mm) |
| | Job site address (street #, street name, city, province/territory, and country) | | Job title |
| | Supervisor's name in full | | Supervisor's phone number |
| 3 | Name of employer (department/agency/organization, if applicable) | | From (yyyy/mm) To (yyyy/mm) |
| | Job site address (street #, street name, city, province/territory, and country) | | Job title |
| | Supervisor's name in full | | Supervisor's phone number |
| H FOREIGN EMPLOYMENT | | | |
| Are you currently, or have you ever been, employed by or acted as a consultant for a foreign government, firm, or agency? Yes <input type="checkbox"/> No <input type="checkbox"/> | | If yes, provide the below details (job site address, organization, nature of work and dates [from – to]), include military (cadets), law enforcement and security intelligence employment: ▼ | |
| Job site address | Organization | Nature of work | Dates (From – To) (yyyy/mm) - |
| I TRAVEL | | | |
| List countries visited within the last five (5) years for personal travel and/or non-Government business (excluding Canada, the USA and Mexico). | | | |
| Country | Purpose | From (yyyy/mm) | To (yyyy/mm) |
| | | | |
| | | | |
| | | | |
| J FOREIGN ASSETS | | | |
| Do you have any business, financial or personal assets outside Canada? (exclude stocks and mutual funds purchased in Canada) Yes <input type="checkbox"/> No <input type="checkbox"/> | | If yes, list the relevant countries: | |

| K | CERTIFICATION AND CONSENT |
|--|---------------------------|
| <p>I hereby certify that the information provided by me in this form is true and correct to the best of my knowledge and belief. I understand that background checks are required by the Department of Justice Canada to determine my suitability for public office, and I consent to the use of the information I have provided by the Canadian Security Intelligence Service (CSIS) to conduct an indices check on me, pursuant to sections 13 and 15 of the <i>CSIS Act</i>. I also acknowledge that the information on me provided by CSIS to the Department of Justice Canada will be held in confidence within the Department and used in the judicial appointment process in accordance with the act.</p> | |
| <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <div style="display: flex; justify-content: space-around; width: 100%;"> <div style="text-align: center; width: 45%;"> <p>_____</p> <p>Signature</p> </div> <div style="text-align: center; width: 45%;"> <p>_____</p> <p>Date</p> </div> </div> | |

| INSTRUCTIONS |
|--|
| <p>Please read and follow these instructions carefully, ensuring all sections are accurately completed.</p> |
| <p>General</p> <ul style="list-style-type: none"> • Do not use any initials or acronyms throughout the form. • If any information is unknown or unavailable, please indicate this on the form. • All dates are to be entered in the format YEAR, MONTH, and DAY (yyyy/mm/dd). • If space allotted in any section is insufficient, use a separate sheet and follow the same format as the form. • If clarification of information is required, a Personnel Security Official may contact the candidate to obtain additional information to complete the background check. <p>Section A to C and F to G</p> <ul style="list-style-type: none"> • If space allotted in Section C, F and G is insufficient, click the “+” icon in the corresponding section to generate an additional sheet. • For rural addresses, include the civic number or lot, concession, and township number. A P.O. Box will not be accepted. • Provide all names as they appear on legal identification documents, including but not limited to: <ul style="list-style-type: none"> ○ Surnames – given names – maiden name – married name – middle names – any official name changes. • Additional employment status types: <ul style="list-style-type: none"> ○ Retired/Unemployed: If retired or unemployed, indicate this in the “Employer” and “Job Title” fields. No business address is required. ○ Educational Institution: If attending an educational institution, provide the name and full address, and list “Student” as the job title. ○ Self Employment: An address must be included, whether the self-employment occurs from home or an office. Include the business name and occupation. ○ Telework: In cases of working remotely, indicate this and provide the employer’s primary business address. <p>Section A</p> <ul style="list-style-type: none"> • Name Change: Provide name change certificate. <p>Section B</p> <ul style="list-style-type: none"> • Status: <ul style="list-style-type: none"> ○ Single: If you are single, you are not required to complete this section, unless the below "Previous partner" requirement applies. ○ Common-law partner: In relation to an application, refers to a person who is cohabiting with the individual in a conjugal relationship. • Current partner: <ul style="list-style-type: none"> ○ Complete the section as requested. • Previous partner: <ul style="list-style-type: none"> ○ Include a previous spouse or common-law partner if the relationship ended within the past five (5) years. ○ If the previous partner is deceased, indicate the date of death. |

Section C

- Information on all immediate relatives must be provided. Incomplete answers in this section are the most common cause of delay. Please follow the below instructions carefully.
- Immediate relatives include all biological, half, step, and adopted family members, such as:
 - Children aged eighteen (18) and over with whom you or your spouse/common-law partner have a parental relationship.
 - Father, mother, sister(s), and brother(s).
 - Father and mother of your current spouse or common-law partner.
- If any person is deceased, indicate the date of death.
- Provide the current residential address for all immediate relatives.
- In cases of estrangement from an immediate relative, please provide as much information as possible about the relative (e.g., name, relationship, date and location of birth). If further details are unobtainable, indicate "unknown – estranged".

Section D

- Provide details of all criminal charges and convictions for which a pardon has not been granted, including those that occurred outside Canada.

Section E

- Complete the section as requested, if applicable.

Section F

- List the current residential address first.
- A postal code is mandatory for all residential addresses, where applicable.
- Provide a telephone number associated with your current address (a mobile number is acceptable if you do not have a landline).
- Ensure that the address history covers the last ten (10) years, without gaps or overlaps.
- Out of Country: If you resided outside of Canada for more than six (6) consecutive months, within the last ten (10) years, a Certificate of Good Conduct and Out of Country Questionnaire will be requested, as per the Standard on Security Screening.

Section G

- List the current employment first.
- Ensure that the employment history is within the last ten (10) years, without gaps.

Section H

- Complete the section as requested, if applicable.

Section I

- Ensure that travel history covers the last five (5) years.
- One-day visits to countries, such stopovers, do not need to be recorded.
- Employees or contractors on Canadian Government business are not required to record travel details in this section.

Section J

- Complete the section as requested, if applicable.

Section K

- Please read carefully and ensure that you provide a legible signature and date.
- Digital signatures are accepted.