

Security clearance



▶▶ Overview of OPG's security clearance process

As part of OPG's recruitment process, all selected candidates will be required to achieve and maintain a security clearance. This involves a screening and verification of your employment, education, travel, criminal history, and eligibility to work in Canada. Please be advised that OPG keeps all information it collects confidential and in accordance with privacy laws. The following is an overview of the security clearance process, and the requirements candidates will need to action should they be selected as a successful candidate.

Complete security clearance application

Important info	Candidate actions	Helpful resources
<p>Candidates will receive an initiation email from the administrative team with detailed instructions and a timeline for completion.</p> <p>Candidates will receive an email from the Security Clearance Office with a link to the clearance application.</p>	<p>Candidates are to complete all required sections based on the type of clearance that is required for the position. Please note that incomplete applications will delay the clearance process.</p>	<p>Candidates can direct any questions or concerns regarding OPG's security clearance application to our security team at security.clearance@opg.com</p>

Provide valid government identification

All OPG security applications require two (2) pieces of Valid Government Identification to be included. The accepted types of valid government identification are:

ID copy 1	ID copy 2	Additional supporting documents	Helpful resources
<p>Canadian passport</p> <p>Canadian driver's license</p> <p>International passport*</p> <p>International driver's license*</p>	<p>Canadian birth certificate</p> <p>Canadian citizenship certificate</p> <p>Canadian citizenship card</p> <p>Canadian permanent resident card</p> <p>International birth certificate*</p> <p>Canadian work permit</p>	<p>Education degrees/diplomas/certificates</p> <p>Criminal Record Name Check (CRNC) if applicable</p> <p>FBI criminal check for USA if applicable</p> <p>Canadian student/work permit</p> <p>Employment payroll statements/T4</p>	<p>The following are government resources that can assist those candidates who do not currently have the required valid government identification:</p> <ul style="list-style-type: none"> ▶ Applying for a replacement canadian passport ▶ Applying for a replacement ontario birth certificate ▶ Applying for a canadian citizenship certificate

**Please note OPG will accept various forms of Valid International Government Identification as long as the ID is recognized as an authentic form of ID (Birth Certificate, Passport, Driver's License, etc.), and the full name and date of birth of the applicant is accurate and legible. Please note that expired identification will not be accepted.*

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Government ID verification

Upon completing the security application, the candidate will be contacted by an OPG representative to have Government ID copies verified. This is a requirement of all OPG security applications, and applications will not be processed until IDs have been verified. Candidates will be required to meet with an OPG administrative representative via Microsoft Teams to present hard copies of valid Government Identification live on camera. Once complete, the Administrative Team will verify and submit application to Security Clearance Team for processing.

Criminal name record check (CNRC) / FBI criminal check

Important info	Candidate actions	Helpful resources
In accordance with OPG standard adherence, anyone who does not have the required years of traceable history in Canada (minimum of 5 years, based on clearance level requirements) will be required to provide a Criminal Record Name Check (CRNC) or FBI Criminal Check.	Candidate will be required to provide a Criminal Record Name Check (CRNC) or FBI Criminal Check from any/all country/countries previously lived or worked in for a period longer than 6 months consecutively.	The following are Government resources that can assist those candidates who do not currently have the required Criminal Record Name Check or FBI Criminal Check: <ul style="list-style-type: none">▶ Applying for a Criminal Record Name check (CRNC)▶ Applying for an FBI Criminal Check

Processing times

Depending on findings and the type of clearance, processing security clearance applications can take on average 6-8 weeks from the time of submission to approval. Please note that this is approximate and based on average timelines. Applicants may experience processing delays and OPG appreciates all applicant's consideration and understanding throughout this process.

OPG strongly encourages applicants to review these security clearance application requirements, and to have all information and documentation prepared should you be successful in the recruitment process.