**Cistel Security Clearance Initiation Process**

**Step 1: Fingerprinting**

* Make an appointment with them to have your fingerprinting done. Typically, it’s walk-in but due to the pandemic most organizations have “by appointment only” rules in place right now.
* Bring the **Fingerprint Applicant Request Form** (see attached) with you to the appointment, as well as Cistel’s ORI number: **PQ80800**. The full name of our organization in case you need it is **Cistel Technology Inc.**
* The fingerprinting company will provide you with a form that has a unique DCN number on it. Please make sure you keep that record to send to Cistel.

**Step 2: Submission to Cistel**

The following is a list of items you will need to send to your representative from Cistel (preferably all at once in one email):

1. Full legal name.
2. Date of birth.
3. Scanned copy of the form provided by the fingerprinting company with your DCN number on it.
4. One piece of foundational evidence of identity from the list below (please send scanned copy of both front and back):
   * Canadian Birth Certificate
   * Canadian Citizenship Certificate or Citizenship Card
   * Confirmation of Permanent Residence Document
   * Record of Landing Document (Document that new Permanent Residents received when they landed in Canada prior to July 2002)
   * Verification of Status Request Document (document that new Permanent Residents received when they landed in Canada after July 2002)
5. One piece of supporting evidence of identity (please send scanned copy of both front and back):
   * Canadian Passport
   * Driver’s license
   * Provincial Photo Card for non-drivers
   * Nexus Card
   * Firearms License
   * Student Authorization Study Permit
   * Employment Authorization/Work Permit
   * Secure Certificate of Indian Status issued by Crown-Indigenous Relations and Northern Affairs Canada

**Step Three: GC Application**

* Cistel’s security officer will push the application process forward and you will receive an email from [sedsi-oliss@tpsgc-pwgsc.gc.ca](mailto:sedsi-oliss@tpsgc-pwgsc.gc.ca) with instructions for next steps.

**\*Check your spam/junk box, sometimes messages from that email address end up there\***

Please do not hesitate to ask any questions or to get in touch with our security officer, Jasmina (613-882-6476) if you have any issues or concerns. We want to make this as smooth of a process as possible.

Thank you.