

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*. It 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*. Its collection is mandatory. 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 and physically printing this document, as information may be cut off.

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 status:			
CURRENT PARTNER	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/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

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/territory, 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, provide a reason:			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 <u>within the last ten (10) years</u> , starting with the current employment (<u>no gaps</u>) - Reference instructions for requirements.				
1	Name of employer		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		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		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 No		If yes, provide the below details (job site address, organization, nature of work and dates), 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 No		If yes, list the relevant countries:		

K

CERTIFICATION AND CONSENT

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 *CSIS Act*. 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.



Signature

Date (yyyy/mm/dd)

INSTRUCTIONS

General

- Do not use any initials or acronyms throughout the form.
- If any information is unknown or unavailable, please indicate this on the form.
- Provide all dates in the format YEAR, MONTH, and DAY (yyyy/mm/dd), where applicable.
- 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.

Section A to C and F to G

- If space allotted in Section C, F and G is insufficient, click the “+” icon in the corresponding section to be directed to 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:
 - Surnames – given names – maiden name – married name – middle names – any official name changes.
- Additional employment status types:
 - Retired/Unemployed: If retired or unemployed, indicate this in the “Name of employer” and “Job title” fields. A business address and supervisor details are not required.
 - Educational Institution: If attending an educational institution, provide the institution's full name and address, and list “Student” as the job title. Supervisor details are not required.
 - Self-Employment: An address must be included, whether the self-employment occurs from home or an office. Include the business name and occupation.
 - Telework: If working remotely, indicate this and provide the employer’s primary business address.

Section A

- Name Change: Provide a name change certificate.

Section B

- Status:
 - Common-law partner: In relation to an application, refers to a person who is cohabiting with the candidate in a conjugal relationship.
- Current partner:
 - Complete the section as requested.
- Previous partner:
 - 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

- 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 or 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.
- Include immediate relatives residing outside of Canada.
- If any person is deceased, indicate the date of death. Residence and employment details are not required.
- 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 of birth and location of birth). If further details are unobtainable, indicate this on the form.

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 this section as requested, if applicable.

Section F

- List the current residential address first.
- A postal code is mandatory for all residential addresses, if applicable.
- Provide a telephone number associated with your current address (a mobile number is acceptable if you do not have a landline).
- Ensure the address history covers the last ten (10) years, without any 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.

Section G

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

Section H

- Complete this section as requested, if applicable.

Section I

- Ensure the 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 this section as requested, if applicable.

Section K

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

C IMMEDIATE RELATIVES - Continued				
Reference instructions for requirements.				
9	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
10	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
11	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
12	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

F RESIDENCE - Continued						
Reference instructions for requirements.						
4	Apt. No.	Street No.	Street name		From (yyyy/mm)	To (yyyy/mm)
	City		Province/Territory	Postal Code	Country	Telephone No.
5	Apt. No.	Street No.	Street name		From (yyyy/mm)	To (yyyy/mm)
	City		Province/Territory	Postal Code	Country	Telephone No.
6	Apt. No.	Street No.	Street name		From (yyyy/mm)	To (yyyy/mm)
	City		Province/Territory	Postal Code	Country	Telephone No.
G EMPLOYMENT - Continued						
Reference instructions for requirements.						
4	Name of employer				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	
5	Name of employer				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	
6	Name of employer				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	