Government of Canada security screening checklist

Record the screening level a posting asks for and the steps the hiring department asks you to complete: consent, personal information, fingerprints and updates.

NAME

DATE

THE POSTING

EMPLOYER OR DEPARTMENT

JOB TITLE AND REFERENCE NO.

LEVEL NAMED IN THE POSTING (RELIABILITY, SECRET, TOP SECRET, OR OTHER)

CONTACT WHO SENT INSTRUCTIONS

STEPS

- [ ] Read the official security screening page
- [ ] Noted the level the posting or hiring letter names
- [ ] Gave informed consent when asked
- [ ] Submitted the personal information the department requested
- [ ] Booked or completed fingerprinting if instructed
- [ ] Kept copies of what I sent and the dates
- [ ] Asked the hiring manager or department security group about anything I don't understand

RECORD

Step or document	Requested on	Submitted on	Reference or confirmation	Follow-up

The hiring department explains the process and decides the result. Processing can take from a few days to several months. This sheet is a personal record, not a clearance application.

SOURCES (CHECKED 2026-11-27)

The Government of Canada's security screening page says that prior to gaining access to sensitive Government of Canada information and assets, an individual must undergo security screening and be granted a security status or clearance, and that a valid status or clearance is a condition of employment with the Government of Canada. https://www.canada.ca/en/government/publicservice/workforce/staffing/security-screening.html (checked 2026-11-27)
The same page lists three standard levels of security screening, each with an enhanced option: Reliability Status, Secret Clearance and Top Secret Clearance. Departments decide which level is required based on the duties of the position, the contract or other arrangement. https://www.canada.ca/en/government/publicservice/workforce/staffing/security-screening.html (checked 2026-11-27)
The page says the process can take anywhere from a few days to several months, and that at a minimum all levels include identity and background verifications, a criminal record check, and a financial inquiry (credit check). https://www.canada.ca/en/government/publicservice/workforce/staffing/security-screening.html (checked 2026-11-27)