

Individual Contractor Step-by-step Instructions

The following document is a step-by-step instructional guide on how to complete Ontario Public Service (OPS) contractor security screening checks, using **Triton Canada Inc.**, the OPS Vendor of Record (VOR) for security screening check services.

All OPS contractor screening check requests must be initiated by a Colliers Program Area Manager (PAM) (Colliers CSOForms).

An electronic invitation (e-vite) will be sent to your email account from Triton containing the link to complete the screening check process. Note: if you do not receive the email in your inbox, check your junk mail folder, and/or contact the Colliers PAM at csoforms@colliersprojectleaders.com.

Important: if your current address is outside of Canada, you will not be able to continue in this application. You will need to complete the paper-based process. Please contact your PAM and they will send you the necessary forms.

Step 1 – E-vite

Please ensure you read all applicable information on the e-vite before proceeding. It outlines all the information you will need available to complete the online application.

Click on "Click Here to Start" to begin the screening process.

Important: the link can only be used one time. You have 15 minutes to complete the screening check request before the link expires. The e-vite will inform you of the type of checks that are required. You have 30 calendar days to click the link and activate the screening check. After this time the link is no longer valid. If the link has expired before you completed your screening check, contact the PAM at csoforms@colliersprojectleaders.com to reinitiate the screening check.



RW.

You are receiving this email on behalf of Ministry of Government and Consumer Services. Contractor security screening is required for your role. The services that have been requested are the following.

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Criminal Record and Judicial Matters Check (CRJMC)

As well, in order to process your screening check electronically, you will be asked for a credit card number.

Important note: the link below can only be used one time and you have 15 minutes to complete the screening check request. You will have 30 calendar days to click on the link before it expires.

Please read the instructions below carefully before clicking on the link.

To facilitate completing the check, have the following information available before clicking the link:

- 1. One of the following documents:
 - · Canadian Birth Certificate
 - · Permanent Resident Certificate
 - · Canadian Citizenship
 - Work Permit
 - · Canadian Passport
- 2. Complete 5-year address history (including all postal codes and any out-of-country addresses). If you have lived outside of Canada for a period of 6 months consecutive or longer within the last 5 years, you will also be asked to complete an International Check from the country(ies) in which you resided.
- 3. If you have lived outside of Canada for 6 months or longer within the last 5 years, please have a scanned pdf copy of your passport saved and ready to upload. If you are currently residing in Canada on a work permit, please also scan your work permit with your passport into a pdf file.
- List of all unresolved charges, judicial orders, and/or criminal convictions including offence, date, location, and disposition.
- You should not to declare any conviction for which you have received a pardon, a
 conviction of a summary offence more than 5-years old, any charges/convictions under the
 Youth Criminal Justice Act (or its predecessors the Young Offenders Act or the Juvenile
 Delinquents Act), or any charges/convictions related to offences under a provincial statute
 (unless a Driver's Record Check is required, then all unresolved driving charges and/or
 convictions must be declared).
- 5. If a Driver's Record Check is required, you will be asked to provide your license number and any unresolved driving charges and/or convictions.
- 6. If you are between the age of 18-22, you will need to include a brief description of the government agency you'll be completing work for, the location you'll be working, and type of work you'll be completing. (e.g. Infrastructure Ontario, 222 Jarvis St., electrician).
- 7. A credit card to pay for your screening check. *Note: even if your screening check(s) is/are being paid by another party (e.g. hiring manager or company) a credit card is still required. It is used as part of the electronic identity verification (EIV) process. Triton uses TransUnion to perform EIV

If you receive a message at any step in the process that the e-vite has expired, you have not completed the application. Please contact your Ontario Government/Infrastructure Ontario contact to renew the e-vite.

Click Here to Start

If you received this in error, please forward this email to Triton Customer Service at Government@TritonCanada.ca.

You are receiving this email as a result of your participation in background screening through Triton Canada Inc

Our mailing address is:

Triton Canada Inc 2235 Sheppard Ave East, Suite 1503, Toronto, Ontario M2J 5B5

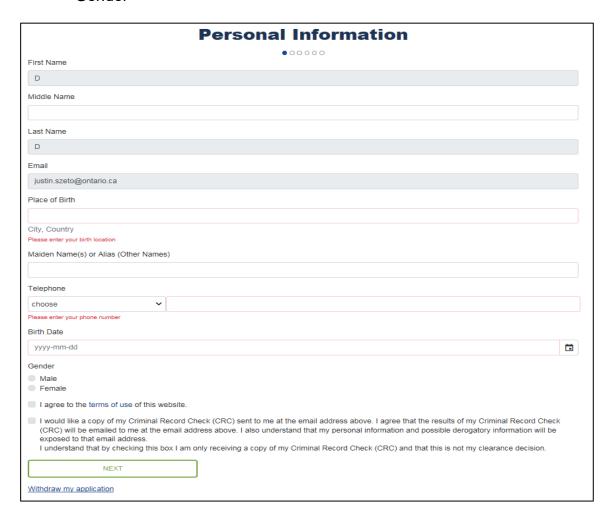
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Step 2 – Personal Information

Complete the online form by providing additional personal information.

- Middle Name (if applicable)
- Place of Birth
- Maiden Name(s) or Alias (other names) (if applicable)
- Phone number (daytime number that you can be reached at if additional information is required)
- Date of Birth
- Gender



You will be required to agree to the terms of use by clicking on "I agree to the terms of use of this website".

You also have the option to request an electronic copy of your police check. Click "**NEXT**" to continue.

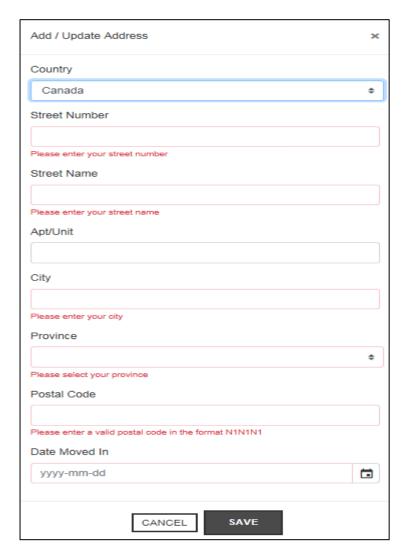


Step 3 – Address History

You are required to enter your full address history for the past five years (months and years). Please ensure there are no gaps. Click on the icon to add addresses.

Select the country of residence by using the drop-down menu. Complete all required fields and click "**SAVE**". Add additional addresses if applicable.

If you have lived outside of Canada for a period of 6 months consecutive or longer within the past five years, an Out of Country Check will be required from the country(ies) you have resided in.



Click "NEXT" to continue.



Step 4 – Driver's Abstract (Driver's Record Check)

If a Driver's Abstract is required, complete the section below and click "**NEXT**". **Note:** this screen will only appear if a Driver's Abstract is a requirement of the contract.



Step 5 – Criminal Record and Judicial Matters Check (CRJMC)

You will be provided with the opportunity to declare all unresolved charges and/or convictions you have received in relation to the offence provisions of federal statutes including, but not limited to, the Criminal Code (Canada) and the *Controlled Drugs* and *Substances Act* (Canada), subject to the exceptions listed below.

Do not disclose the following information:

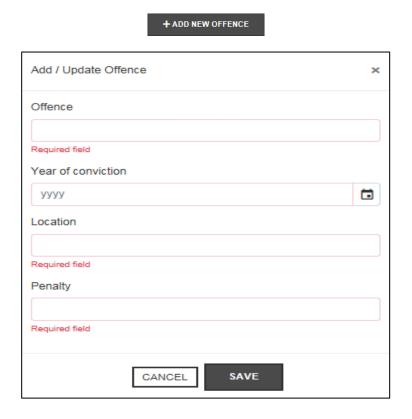
- If you have received a pardon for a previous conviction in accordance with the Criminal Records Act (Canada).
- If you have been found guilty of an offence and received an absolute discharge on a date more than one (1) year ago.
- If you have been found guilty of an offence and received a conditional discharge on a date more than three (3) years ago.
- If you have been charged with or convicted of an offence under a provincial statute (Provincial Offences) do not disclose the charge or conviction, unless a driver record check is required.
- If as a young person, you were subject to charges that were dealt with under the Youth Criminal Justice Act, or its predecessors the Young Offenders Act, or the Juvenile Delinquents Act.



If a driver record check is required, provide details of all unresolved charges and/or convictions you have received in relation to the offence provisions of the *Ontario Highway Traffic Act*.

If you have no criminal offence to declare select "NO."

If you select "YES," the following box will appear where you can identify convictions and/or pending charges. Click "SAVE". Click on "ADD NEW OFFENCE" to include any additional convictions and/or pending charges.



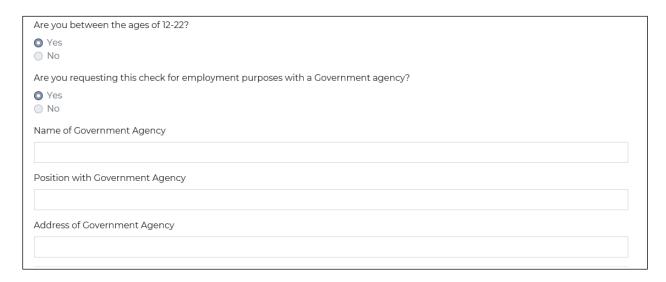


31	eve you ever been convicted of a criminal offence?			
	Yes			
	No No			
	In the section below identify all unresolved charges and/or convictions you have received in relation to the offence provisions of federal statutes including, but not limited to, the Criminal Code (Canada) and the Controlled Drugs and Substances Act (Canada), subject to the exceptions listed below.			
	Do not disclose the following information:			
	 If you have received a pardon for a previous conviction in accordance with the Criminal Records Act (Canada) do not disclose the conviction. If you have been found guilty of an offence and received an absolute discharge on a date more than one (1) year ago, do not disclose the conviction. 			
	 If you have been found guilty of an offence and received a conditional discharge on a date more than three (3) years ago, do not disclose the conviction. 			
	 If you have been charged with, or convicted of an offence under a provincial statute (Provincial Offences) do not disclose the charge or conviction, unless a driver record check is required (see below). 			
	 If as a young person, you were subject to charges that were dealt with under the Youth Criminal Justice Act, or its predecessors the Young Offenders Act, or the Juvenile Delinquents Act do not disclose that information. 			
	If a driver record check is required, provide details of all unresolved charges and/or convictions you have received in relation to the offence provisions of the Ontario Highway Traffic Act.			
	If you have nothing to declare, indicate 'Not Applicable' or 'N/A' in the space provided.			

Step 6 – Age Requirement Instructions

If you are currently between the ages of 18-22 you will be asked to enter information about the government agency you are being screened to complete work for.

Note: if you are over 22 years old, you will not be asked to provide this information.



Name of Government Agency: name or acronym of the government agency you are being contracted to complete work for (e.g. Infrastructure Ontario (IO)).



Position with Government Agency: role you are being contracted to complete (e.g. interpreter, plumber, web developer etc.).

Address of Government Agency: location where work is to be completed (e.g. Queen's Park, 900 Bay Street).

Step 7 – Legal Status in Canada

Click the "**Yes**" or "**No**" to indicate if you are legally allowed to work in Canada.

Provide your legal status in Canada. Select one of the listed documents and provide your document number. If you do not live in Canada, select **Non Resident**

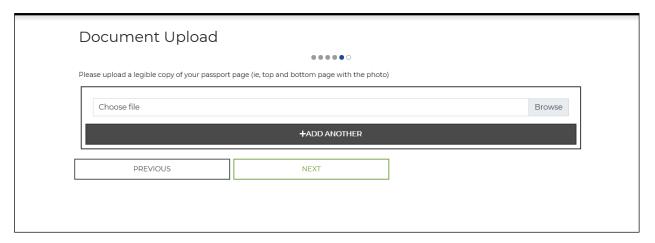


Step 8 – Document Upload

If you have lived anywhere outside of Canada with the exception of the United States for a period of 6 months or longer within the past 5 years, you will need to upload a copy of your passport with the top and bottom pages and photo visible. Please save a scanned copy of your passport before you click on the link.

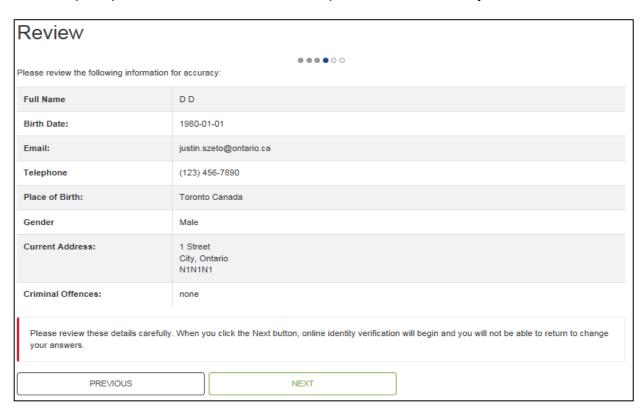
Note: If you have not lived outside of Canada within the past 5 years, this page will not appear





Step 9 – Review

You are prompted to review and confirm the personal information you have entered.

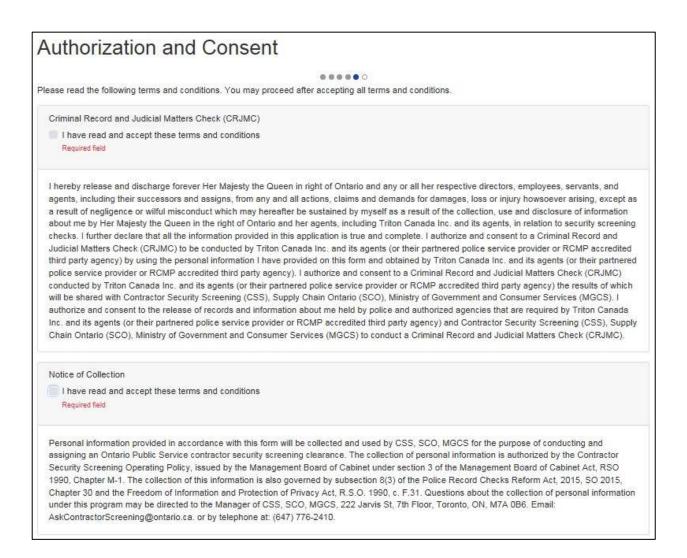


If you need to go back and correct the information, select "**PREVIOUS**," otherwise select "**NEXT**" to continue.



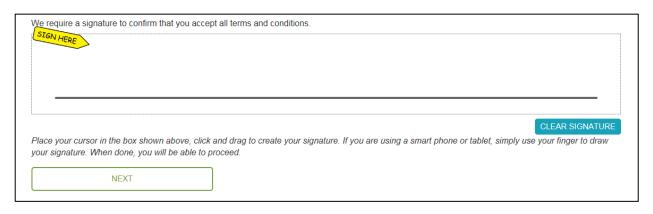
Step 10 – Authorization and Consent

You will be directed to the consent and release section and asked to confirm the terms and conditions to indicate that you have read and accepted them and to consent to the security screening check(s) requested.



The Triton platform provides for electronic signatures. If the yellow "SIGN HERE," icon does not appear on your screen the system will not permit you to sign the authorization and consent via electronic signature using your mouse. If this occurs reload/refresh your screen by pressing "F5".







Click "NEXT" to continue.



Step 11 – Payment

Contractors are responsible for all costs of screening checks.

Full completion of the credit card information is required. Missing or incorrect information may cause a delay in the processing of your check. If using a paper-based method, include the payment page with your submission to Triton Canada Inc.

Triton accepts Visa, MasterCard, American Express, and PayPal. Once payment is processed, a receipt will be provided electronically or in paper format, as applicable.

You will be prompted to provide credit card payment. Enter your credit card number (with no spaces or hyphens), expiration date, and the CCV 3-digit code found on the back of your credit card and click "SUBMIT." If paying by PayPaI, click on "PayPaI" to proceed to payment.





Step 12 – Electronic Identification

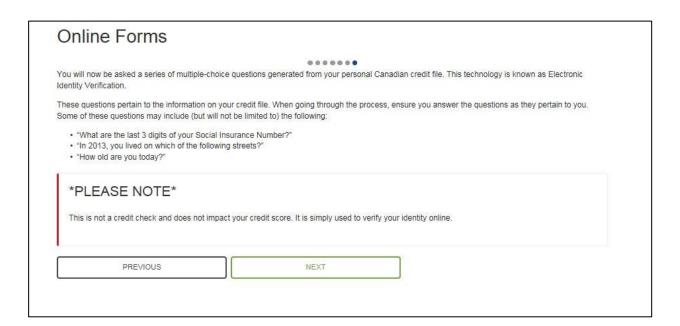
Verification

Triton uses TransUnion to perform electronic identity verification (EIV) during the online process. Electronic identity verification (EIV) is an RCMP approved process, in accordance with CPIC policy and applicable privacy laws. The contractor's identity is verified by way of the accuracy of their answers to questions specifically related to their consumer credit file.

TransUnion does not request a credit report and EIV is not considered a credit inquiry. EIV is used solely to verify the contractor's identity. Contractors must correctly answer three out of four questions related to their personal Canadian credit bureau history in order to pass EIV.

- Step 1: The verification of identity process is started by entering the mandatory data elements: name, date of birth, and address information.
- Step 2: This information is validated by TransUnion.
- Step 3: The contractor is prompted with four questions from their credit file, and they must answer three correctly. The questions generated are unique to the individual contractor.

Sample EIV questions:



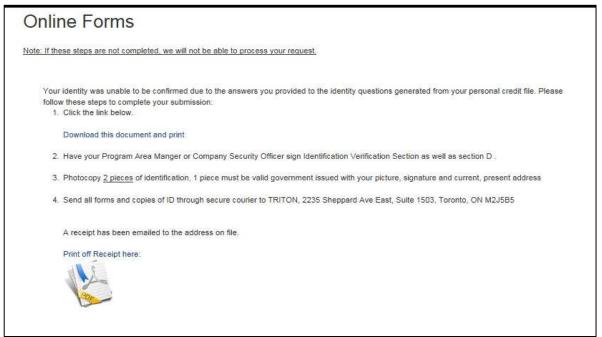


	TIME REMAINING: 0:58	
Who is your current cellular phone provider?		
ROGERS COMMUNICATIONS CA		
TELUS		
PC MOBILE		
VIRGIN MOBILE NONE OF THE ABOVE		
NONE OF THE ABOVE		
NEXT		

If you pass EIV, your identity is deemed to be verified and the screening platform continues to the next step.

If you do not pass EIV, or if EIV is not available to you (e.g. you have insufficient or no Canadian credit history), you will receive instructions to download paper-based Triton contractor screening forms.

Note: to ensure confidentiality and privacy, you should only share page one (1) of the Contractor Security Screening Check Request Form with the approved verifier to complete identity verification. The verifier should not request your declaration of charges or convictions nor should this be provided by the applicant to the verifier. Contractors using the paper-based method must submit a certified photocopy of two pieces of acceptable ID (refer to Appendix A) along with their completed paper forms to Triton. These are to be signed and dated by the verifier.





Step 13 – Confirmation of Electronic Identity Verification (EIV)

You will receive a confirmation number if your Electronic Identity Verification (EIV) was successful that indicates your security check is in progress.

A receipt will be sent to the email address provided in the online form.

If you require assistance, or for more information, please contact Triton at 1-833-909 0057 or by email at Government@TritonCanada.ca.



Appendix A

Valid Types of Identification

The individual must provide two (2) pieces of acceptable and valid (not expired) ID to the approved verifier (Company Security Officer (CSO), Colliers Program Area Manager (PAM). One ID must be government issued and include the individual's first and last name, gender, date of birth, signature and photo.

If neither of the IDs includes an address, e.g. a Driver's License or Ontario Photo Card, the individual can show a recent utility bill, property tax or federal income tax statement to the CSO or PAM to verify their current address. The CSO or PAM should not include a photocopy of the address document in their ID submission.

Acceptable (Government Issued) Photo ID:

- Driver's License (includes driver's licenses issued by another province, territory or a foreign jurisdiction). If the expiry date is on the back of the card, then photocopy both sides. The address on the Driver's License must match the address on the individual's Consent form. If the applicant has applied for a new Driver's License to reflect an address change, photocopy the temporary license and submit it with a photocopy of the Driver's License with the old address.
- Ontario Photo Card
- Canadian Military Employment/Canadian Military Family Card
- BYID (issued by the LCBO) for individuals ages 19-35
- Passport (Canadian or Foreign)
- Nexus Card or Enhanced Driver's License
- Canadian Citizenship Card
- Permanent Residence Card
- Canadian National Institute for the Blind (CNIB) Identification Card
- Certificate of Indian Status Identity Card
- Firearms Acquisition Card or PAL Possession and Acquisition License

Note: Health cards and SIN cards are NOT acceptable forms of ID Acceptable Non-Photo ID

- Birth Certificate
- Baptismal Certificate
- Hunting License
- Outdoors Card (photocopy both sides)
- Canadian Blood Donor Card
- Canadian Immigration Papers



If the individual does not have 2 pieces of acceptable ID, they may obtain either an Ontario Photo Card, a passport on an expedited basis or a BYID card (19-35 years of age).



Appendix B

Screening Check Definitions

Criminal Record and Judicial Matters Check (CRJMC)

This is a search through the Canadian Police Information Centre (CPIC) maintained by the Royal Canadian Mounted Police (RCMP) and a search through provincial and municipal police databases, using an individual's name and date of birth, for information relating to the offence provisions of federal legislation including the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) and the *Youth Criminal Justice Act* (Canada). The search will include records of previous convictions, convictions for which a pardon has been granted (where disclosure is authorized under the *Criminal Records Act (Canada)*), findings of guilt under the *Youth criminal Justice Act (Canada)*, findings of guilt that have resulted in absolute or conditional discharges (disclosed within one (1) and three (3) years respectively), any outstanding charges and related information (e.g., an arrest warrant), as well as court orders (excludes mental health related orders and family court restraining orders). The RCMP may require verification of identity through fingerprint comparison before the information can be released.

Fingerprinting

An applicant may be requested to obtain and pay for a fingerprint-based record check. Fingerprinting may be necessary if additional identity verification is required for an applicant to obtain a criminal record check. The applicant will be informed if it is required. Note: this service is not available by way of the online, electronic application process.

Driver's Record Check

This check is conducted where driving is a requirement for the contract and a valid driver's license is required. It involves a check of provincial databases for information regarding driving history using the individual's driver license number. This check provides a history of *Highway Traffic Act* and *Criminal Code of Canada* convictions and any current suspensions, along with the driver's current listed address and license status.

Credit Check

This is a security screening check based on results provided by a Canadian credit bureau to determine if an individual has any adverse credit information. As part of Page 18 of 20



this check, information collected may include credit score and any relevant bankruptcies, legal proceedings, collection actions and court orders. Information obtained as part of the search will only be used for the purpose of assessing an individual's clearance status.

Out-of-Country Driver's Record Check (US and/or International)

This check is conducted where driving is a requirement for a contract/position and where a valid driver's license is required. When the individual has lived outside Canada for more than six (6) months (consecutively) within the last five (5) years, an out of country driver records check from the jurisdiction(s) in which they have resided is required. This check includes information such as current suspensions, along with the driver's current listed address and license status.

Out-of-Country Police Certificate (US and/or International)

This check is a summary of the candidate's criminal record or a declaration of the absence of any criminal record from a law enforcement agency in another country outside of Canada. Police certificates are different in each state/country and may be called police clearance certificates, good conduct certificates, judicial record extracts, etc. Where an individual has lived outside of Canada for more than six (6) months within the last five (5) years, an out-of-country police certificate from the jurisdiction(s) in which they have resided is required.



Appendix C

Triton Pricing Summary

Check Type:	Pricing per Check/Servi
Criminal Record and Judicial Matters Check (CRJMC)	\$ 39.95
Fingerprinting service (excludes cost of CRJMC)	\$ 75.00
Driver's Record Check (Ontario only)	\$ 19.95
Credit Check	\$ 16.95
Canadian Province (non-Ontario) Driver's Record Check – All available Non-Ontario Provinces	\$ 25.00
US Police Certificate – All available States	\$ 99.00
US Driver's Record Check – All available States	\$ 50.00
International Police Certificate – All available Countries	\$ 199.00
International Driver's Record Check	\$ 199.00

Note: Prices DO NOT include taxes

For more information, please contact Triton at 1-833-909-0057 or by email at Government@TritonCanada.ca.