|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Applicant's First Name (As shown on legal Govt. documents)** | **Applicant's Last Name (As shown on legal Govt. documents)** | **Email Address** | **CSO or Worker** | **New / Renewal** | **SELECT ANY ONE** | |
| **LINK** | **PAPER** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Legal Name** |  | | |
| **Street Address** |  | | |
| **City** |  | | |
| **Province** |  | **Postal Code:** |  |
| **Name of CSO** |  | | |
| **CSO Position Title:** |  | **CSO Telephone Number:** |  |
| **CSO Email Address:** |  | | |

**Please email form to** [csoforms@colliersprojectleaders.com](mailto:csoforms@colliersprojectleaders.com)

Triton Process:

This is for Colliers **Vendor of Record (VOR) vendors only,** who wish to maintain security clearances outside of a specific project. This cannot be used for sub-trades. Sub-trades will be able to apply for clearance when the VOR vendor is awarded a project.

Prior to beginning the process:

Read the attached Triton Applicant User Guide. Ensure you have one of the accepted Canadian legal document with you.

The link can be used ONE time only. Access the link ONLY when ready to submit the forms

You have 15 minutes to complete the online process before the link expires. If the link expires, send an email to [csoforms@colliersprojectleaders.com](mailto:csoforms@colliersprojectleaders.com) to have the link resent

The link will be valid for 30 calendar days. If the link was not accessed within this timeline, send an email to [csoforms@colliersprojectleaders.com](mailto:csoforms@colliersprojectleaders.com) to have the link resent. Applicants will receive a reminder prompt for 5 consecutive days to access the link and complete the process.

Payment for this check can be made by Credit Card or PayPal option. The price of $39.95 + tax applies to the cost of each check. Triton will process out of country checks at an additional cost

Applicants must answer 3 questions correctly to validate the Electronic Identification Verification (EIV). Should you fail the EIV or you are unable to access EIV due to insufficient Canadian credit history, you will be prompted to download the paper-based forms. Print the forms and attach copies of 2 pieces of valid Govt IDs (one should be a photo ID), CSO will need to verify the individual by signing and dating the forms and IDs. Courier the forms and IDs directly to Triton at the following address:

*TRITON*

*2235 Sheppard Ave East, Suite 1503*

*Toronto ON  M2J 5B5*

**Clearance Decisions:**

Supply Ontario will review the file received through the Triton online process and issue a clearance decision. Supply Ontario will notify IO of all clearance decision. Colliers will notify vendor CSO of applicant’s clearance decision. Only CSOs should communicate directly with Colliers. Vendors should not communicate directly with Supply Ontario or IO.