

# Personal Security Clearance Application: What You Need to Know

See below for some general information to prepare before starting your clearance application process.

## Levels

The Security Clearance process you go through will be dependent on your role and/or requirements stemming from contract agreements. It can be any of the below:

- Reliability Status
- Security Clearance - NATO SECRET level
- Security Clearance - SECRET level
- Security Clearance - TOP SECRET level

## General Requirements

### Reliability Status

- 5 years of verifiable residential history
- Supporting documentation including proof of Identity & current residence

### Security Clearance (SECRET and NATO SECRET)

- 10 years of verifiable residential history
- 10 years of verifiable employment history (includes education)
- Supporting documentation including proof of Identity & current residence

### Security Clearance (TOP SECRET)

- Same requirements as SECRET plus...
- Information on travel outside of North-America within the past 5 years
- Information for 3 character references
- Supporting documentation

## Examples of Supporting Documentation

Identity & Citizenship	Residence	Education & Employment
<ul style="list-style-type: none"><li>• Canadian Birth Certificate</li><li>• Canadian Citizenship Certificate</li><li>• Student/Work Visa</li><li>• Permanent Resident Status Card</li></ul>	<ul style="list-style-type: none"><li>• Provincial Driver's License</li><li>• Federal/Provincial/Municipal correspondence</li><li>• Municipal/Federal Tax bill</li><li>• Bank statement</li><li>• Hydro/Gas/Utility bill</li><li>• Internet/Cell phone bill</li><li>• Rental/lease agreement</li></ul>	<ul style="list-style-type: none"><li>• Past transcripts or diplomas for completed education</li><li>• Current transcripts for most recent or ongoing Education</li><li>• Record of Employment</li><li>• Letter of employment</li><li>• Offer letter</li><li>• Contract</li><li>• First/last paystub</li></ul>

### Please note:

- Provincial Health Card and T4s are not permitted documentation
- If you studied or worked abroad, we may need supporting documentation of this
- If you lived outside of Canada 6 consecutive months or longer, an Out-of-Country verification will be part of the process, and you may need to obtain a Police Certificate of Good Conduct from the countries you have resided in. Please see here for more information: [How to get a police certificate](#)



