Privacy Notice

The information on this form is collected under the authority of the *Financial Administration Act - Section 7(1)* for the purpose of personnel security screening. The personal information on this form is protected in accordance with the *Privacy Act*. The information may be disclosed to the *RCMP, CSIS and CBSA Human Resources* for the purposes of personnel security screening.

You have the right to access and/or to correct your personal information under the *Privacy Act - Section 12*. The information collected is described under the Personal Information Bank *Personnel Security Screening PSU 917* which is detailed at www.infosource.gc.ca

DIGITAL FINGERPRINTING REQUEST

	Selection Process Number	Region
Surname	Given Names	Date of Birth (Year / Month / Day)

This document acts as a digital fingerprinting request used for employees of the Canada Border Services Agency (CBSA) and candidates applying for employment with the CBSA.

Digital fingerprints must be obtained through a Royal Canadian Mounted Police (RCMP) accredited fingerprinting service provider. Please use Private fingerprinting companies accredited by the RCMP | Royal Canadian Mounted Police website to find a fingerprinting service nearest to you; otherwise, you may visit your local law enforcement detachment.

Candidates and Employees:

- You are required to contact your chosen fingerprinting service provider to schedule an appointment to get your digital fingerprints taken.
- You must present suitable identification (two pieces of government issued identification; one of which must be photo identification) as well as this digital fingerprint request form at the time of fingerprinting.
- You are responsible for any fees incurred at the time of the digital fingerprinting.

Fingerprinting Service Provider:

- The fingerprinting service provider will use the below information to submit the individual's fingerprints electronically to the RCMP for verification, along with the Third Party Consent Form.
  - Fingerprinting Service Provider:
    - Transaction Type - Employment - Federal Government
    - Application Details 1 entry - Security Screening CBSA (Reference: ORI #**ON80425**)
  - Return Address:
    Canada Border Services Agency
    Personnel Security Screening Unit
    355 North River Rd, Tower B, 20th floor
    Ottawa ON, K1L 8C1
- The fingerprinting service is to provide the individual with proof of payment.

If individuals have ink and roll fingerprints taken as opposed to electronic fingerprints, the indiviudal must supply the following documents to the CBSA Personnel Security Screening Unit address listed below: both sets of fingerprints (form C216C), this digital fingerprint request form, and the Third Party Waiver of Consent document (including ink and roll thumb impression).

Canada Border Services Agency
Personnel Security Screening Unit
355 North River Rd, Tower B, 20th floor
Ottawa ON, K1L 8C1

Should you have any questions or concerns, please contact the CBSA's Personnel Security Screening Unit by e-mail at: personnel.screeningenquiries-cbsa@cbsa-asfc.gc.ca