



PBN PILOT

Canadian Industrial Security Directorate (CISD) DESIGNATED ORGANIZATION SCREENING (DOS) REQUEST FOR REGISTRATION

Type of industry: (i.e. construction, engineering, etc.) _____

1. *** Procurement Business Number (PBN):** _____
2. *** Registered Legal Name of Organization:** _____
(Name under which your organization is legally registered)
3. **Operating Name/Registered Business Name** (if different than above): _____
4. *** Telephone #:** (____) _____ 5. **Fax #:** (____) _____
6. *** E-mail address:** _____ 7. **Web Address:** _____

8. * Address Information

A) Mailing address:
 Street number & name _____ Unit _____
 City _____ Province _____ Postal Code _____

B) Civic address (if different than above)
 Street number & name _____ Unit _____
 City _____ Province _____ Postal Code _____

C) Address of registered office in Canada (if applicable and different than above)
 Street number & name _____ Unit _____
 City _____ Province _____ Postal Code _____

9. * Company Security Officer (CSO) & Alternate (ACSO):

With the exception of one person organizations, it is mandatory that at least one Alternate Company Security Officer be appointed at the organization's facility where the Company Security Officer is located.

Position Title	Surname	Given Name	Clearance Level
* CSO			Reliability
* ACSO			Reliability

10. *** Signature of Appointed CSO:** _____ *** Date:** _____

IMPORTANT NOTE: Annex 1-A / CCSO/CSO Security Appointment & Acknowledgement and Undertaking, completed TBS 330-23 (2006/02) Personnel Screening Consent and Authorization Form (for CSO and ACSO where applicable) and photo ID are required with submission of this form.

Retain copies of all completed forms for your records. Should any of the submitted information change, it is imperative you advise CISD as soon as possible.

*** Mandatory fields**





Instructions for Registering in the Industrial Security Program

NOTE - These forms may be completed for Designated Organizational Clearance (DOS) only. For any Requests for Registration in the CLASSIFIED domain, requiring a Facility Security Clearance (FSC), refer to the Facility Security Clearance Request for Registration on the CISD website at: <http://ssi-iss.tpsgc-pwgsc.gc.ca>

To Request Registration: All questions on this form should be answered as completely as possible.

*** Line 1 – Failure to provide a valid Procurement Business Number (PBN)** will result in the request being rejected and returned. For information on how to obtain a PBN: <http://www.contractsCanada.gc.ca/en/regist-e.htm>.

*** Line 2 – Registered legal name.** This is the legal name under which your organization has been registered provincially, federally or elsewhere.

Line 3 – Operating name. This is the name under which your organization conducts its business on a day-to-day business. If this is not applicable, please leave blank.

*** Line 4 – Telephone number.** Provide either a general office telephone number for your organization or a direct telephone number for the Company Security Officer identified on line 9.

Line 5 – Fax number. Provide either a general office fax number for your organization or a direct fax number for the Company Security Officer identified on line 9.

*** Line 6 – E-mail address.** Provide the e-mail address for the Company Security Officer on line 9.

Line 7 – Web address. Provide the web address for your organization (if applicable).

*** Box 8 –** This box references the address(es) of your place of business.

- a) **Mailing address** - the address to which CISD may send correspondence regarding your application.
- b) **Civic address** - This is the street address of where your organization is located. This only needs to be completed when the address is different than the mailing address.
- c) **Address of Registered Office in Canada** - the address where your company has been registered in Canada.

*** Box 9 – Company Security Officer (CSO) and Alternate (ACSO).** This is the name of the individual, and their back-up, who will be responsible for providing information and ensuring all information is up-to-date with the Industrial Security Program. This responsibility will include, but is not limited to, submitting personnel security screening forms for the organization’s employees who will require access to sensitive information under any resulting contract. The roles and responsibilities of the CSO can be found at our website: <http://www.cisd.gc.ca/text/ISM/toc-e.asp>

*** Line 10 – Signature of CSO.** This is the signature of the person performing the role of CSO within your organization.

NOTE: Once completed, the forms should be submitted together to: Canadian Industrial Security Directorate

By Mail: CISD
2745 Iris Street, 3rd Floor
Ottawa, ON K1A 0S5

Or by E-mail: SSIinscription.ISSregistration@tpsgc-pwgsc.gc.ca

Or by Fax: (613) 948-1762

Checklist for required forms (In order to Request Registration with the Industrial Security Program the following forms and photo ID will be required):

- Request for Registration
- CCSO/CSO Security Appointment & Acknowledgement and Undertaking (annex 1A)*
- ACSO Security Appointment and Acknowledgement and Undertaking (annex 1-B)* if applicable
- Completed TBS 330-23 * Personnel Screening Consent and Authorization Form (for CSO and ACSO)*
- Copy of the CSOs and ACSOs government issued identification. (e.g. driver’s license, passport).

**These forms can be found on the CISD website at: <http://ssi-iss.tpsgc-pwgsc.gc.ca/form-eng.html>*

If any of these documents are missing or incomplete, the package will be returned to the mailing address provided and no further action will be taken by CISD. The organization will have to re-submit the request with all the appropriate documents in order to establish a new Request for Registration.

*** Mandatory fields**