

**Clarification is needed on Section 4 Process for Granting, Denying or Revoking a Site Access Security Clearance, 4.2 Application Process**

- Bullet #2 states the applicant providing the necessary information to apply for the appropriate level of clearance?  
This section is specific to the SASC process, clarify wording of “appropriate level of clearance” to “Site Access

**Clarification is needed on Section 5 Site Access Security Clearance Application Process Steps, 5.2 Screening Process on compulsory sections:**

- Our current direction for site access applications has been all sections with the exception of Section E – Immediate Relatives (required for Level II only) were to be completed which is contrary to the government screening requirements; the Government of Canada forms states that sections “K to O” only to be complete for Level III. However Draft November 2012 suggest that we only complete sections A, B, C, D, F, H, I and P but Appendix B chart reflects that “section K Travel” & Section L Foreign Employment/Assets” are to be completed. Section M Character References was requested to be completed in 2008. What sections are required to be completed for a site access clearance?

**Clarification is needed on Section 5, 5.2.1 Personal data:**

- Are birth certificate and passport both mandatory? Current practice is to have “proof of birth, birth certificate or passport” and “government issued photo ID, etc. driver license or passport”. Passport won’t suffice for both.

**Clarification is needed on Section 7, Site Access Clearance Renewal Process #8 Transferability**

The SASC of an individual may only be transferred between licensees, provided the following criteria have been met:

#2 - The SASC was not terminated more than two years ago – clarify why a two year period when the SASC is valid with CSIS for five years and any adverse information on record will be obtained through a current CRNC the applicant will provide or that the licensee will obtain using a police service agency

#3 – The individual is not due for updating, clarify how close to updating two, three, six months from renewal date