



# How to Comply with New Security Measures For Accessing Queen's Research Data Centre – Fingerprinting & Credit Checks –

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## Complying with New Security Measures

This document describes how RDC researchers and personnel can comply with new Government of Canada security measures. These measures include *fingerprinting* and *credit checks*. The main purpose of this document is to describe the credit check process and to provide local options and guidelines for complying with fingerprinting requirements.

### Background

Effective **December 1, 2016**, two new security measures came into effect for RDC researchers. First, the RCMP now requires all federal public servants in Canada to be **fingerprinted** as part of their security clearance. Second, the Treasury Board of Canada now requires all federal public servants to undergo a **credit check**. RDC researchers, who are considered *deemed employees* under the Statistics Act, are subject to these measures which apply to all new researchers and those renewing their security clearance.

### Credit Checks

The new Treasury Board Secretariat (TBS) *Standard on Security Screening* includes a mandatory credit check for all Government of Canada employees (*including 'deemed employees' such as those seeking access to RDCs*). The government feels that an assessment of the trustworthiness and reliability of all individuals accessing sensitive information or assets must be undertaken to protect the interests and security of the Government of Canada.

Credit checks will happen automatically based on your consent when applying for access to the RDC. No further action is required on your part. Acceptance of your project in the RDC will confirm approval of your credit check. If you have any questions about credit checks, please contact the QRDC Analyst or Academic Director (*contact information is provided at the end of this document*).

### Fingerprinting

#### Who Requires Fingerprinting?

Fingerprinting is required for all new RDC personnel<sup>1</sup>, those with a break in service who want to renew, and those who have reached their 10-year renewal date. A summary of who requires fingerprints is provided in **Table 1**.

**Table 1: Who Requires Fingerprinting?**

Who Needs Fingerprints:	Who Does Not:
Any new researcher (regardless of citizenship status)	Researchers that currently have valid security clearance (until its expiry)
Any researcher who has had a break in service ( <i>no active contract for one year plus a day</i> ) and who needs to renew their security clearance	International researchers who currently have valid security clearance but are updating their visa status or updating their dates of arrival in Canada
Any researcher or staff member that has reached their ten year renewal date	
Any new staff member, including Statistics Canada staff, and those being 'deemed' (e.g. IT staff, Analysts, Assistants, Academic Director)	

<sup>1</sup> Including *Researchers, Analysts, Statistical Assistants, IT staff, and Academic Directors*

### What about students in an RDC course?

Individuals applying or registering for a Research Data Centre course where they will access protected data must also follow the new security clearance requirements. Enough lead time for course registration must be considered. It is recommended that course participants start the security clearance process at least 1 month before the commencement of the course.

### What about international researchers?

Individuals who are not Canadian citizens but reside in Canada follow the same security requirements as Canadian citizens. Persons who do not reside in Canada will be required to obtain hard copy fingerprints from their local or state police agency and send them via courier to Statistics Canada. They will also need to obtain a police clearance certificate from their federal police agency for the past 5 years (or in the case of researchers residing in the US, from their state police agency). Statistics Canada will submit this information to the RCMP for processing and conduct a credit check.

### How Much Does Fingerprinting Cost?

If you are among those who DO require fingerprints, there are currently two accredited 'third party' options available in Kingston – one is 'free' and the other has a 'fee':

#### Free Option

Commissionaires Office (**FREE FOR THE RESEARCHER**: *paid by Queen's University Library*)  
<http://www.thecommissionaires.com/index.cfm/services/fingerprinting/>

See '**Local Option 1**' below, for details.

**NOTE:** Queen's University Library (QUL) has made arrangements with the Commissionaires to cover the costs of fingerprinting for RDC researchers. This cost is borne by QUL as part of the support it provides in operating the QRDC.

#### For-fee Option

Kingston Police (**FOR A FEE** of approx. \$60)  
<https://www.kingstonpolice.ca/services/online/fingerprinting-booking/>

**NOTE:** Researchers who choose to use the Kingston Police option will be obliged to pay this cost themselves at the time of fingerprinting. QUL will not reimburse this cost.

## What is Involved in Obtaining Fingerprints?

- ✎ Appointments are recommended at both of the local fingerprinting locations. RDC staff can help arrange these.
- ✎ Both local options require **documentation** and **valid identification**. Specifically:
  - **Two items of documentation**
    - (i) A letter from RDC staff describing the purpose of the fingerprints (see **Appendix A** for a sample letter).
    - (ii) A Third-party Waiver form authorizing the RCMP to release fingerprints to Statistics Canada (see **Appendix B**).
  - **Two pieces of valid government-issued identification**  
 At least one must be a photo ID. Two pieces of photo ID are recommended.
    - **Table 2** provides examples of government issued identification.

Detailed steps are provided below for both local options.

**Table 2: Examples of Government Issued Identification**

Valid Government Issued Identification	
✎ Passport	✎ Immigration documents (i.e. work/study permits)
✎ Driver's license	✎ Military Family ID Card (MFID)
✎ Birth certificate	✎ Record of Landing for Citizenship Applicant
✎ Canadian citizenship card	✎ Certificate of live birth
✎ Permanent resident card	✎ Nexus card
✎ Certificate of Indian status	

## Other Key Points

- ✎ Only **digital electronic** fingerprints can be taken
- ✎ The RCMP does **not** retain civil fingerprint submissions; they are deleted once the security check is complete.
- ✎ Fingerprints taken for other purposes (e.g. volunteering, community work, sports associations, etc.) **cannot** be used for RDC security checks.
- ✎ It is essential that the third-party provider send the fingerprints directly to the RCMP for processing. **Do NOT have the third-party provider send fingerprints to Statistics Canada.** Statistics Canada receives results of the fingerprint security check directly from the RCMP.
- ✎ Fingerprinting can be conducted for free at (i) any Statistics Canada Regional Office and (ii) any RCMP detachment.
- ✎ While neither of these choices is available in Kingston, if RDC personnel ever travel to locations in the vicinity of either free option, fingerprinting can be arranged. Please contact RDC staff for details.
- ✎ The Third-party Waiver form is not required if you use a Statistics Canada Regional Office or RCMP detachment. It is only required at third-party providers such as the Commissionaires Office or Kingston Police Services.

## Local Option 1: Commissionaires Office (FREE)

### Step 1:

Obtain a letter of introduction from RDC staff to the third-party provider (in this case, addressed to the Commissionaires Office). A sample letter can be found in **Appendix A**.

### Step 2:

Contact or visit the Kingston Commissionaires Office. Be sure to identify yourself as a researcher from Queen's University planning on using the Queen's RDC.

Walk-in visits are possible, but it is recommended that you call for an appointment.

<http://www.thecommissionaires.com/index.cfm/contact/>

Kingston Commissionaires Office  
737 Arlington Park Place  
Kingston, ON  
K7M 8M8

**Phone:** (613) 634- 4432 ext. 160

**Email:** [idservices@thecommissionaires.com](mailto:idservices@thecommissionaires.com)

**Hours of operation:** Monday – Friday 8am – 4pm

### Step 3:

Bring two pieces of government-issued ID, with **at least one being a photo ID**. Having **two** photo IDs is recommended. Examples of ID options can be found in Table 2.

### Step 4:

Instruct the Commissionaires Office to send the fingerprints to the RCMP for processing. **Do not have the fingerprints sent to Statistics Canada**. Statistics Canada receives results of the fingerprint security check directly from the RCMP.

### Step 5:

Confirm with the Commissionaires that the fee is being paid for by Queen's University Library (QUL) (ordinarily the cost would be approx. \$56).

#### **Note on Payment:**

Under no circumstances should the Commissionaires Office send an invoice to Statistics Canada. Arrangements have been made for Queen's University Library to pay this fee.

### Step 6:

Complete and sign a third-party waiver form (**Appendix B**) so that results processed by the RCMP can be shared with Statistics Canada's Security Department.

### Step 7:

Obtain a scanned copy of the *fingerprint submission's receipt* and the *Commissionaires Document Control Number*.

***After the appointment:***

**Step 8:**

Inform the RDC Analyst that fingerprints have been taken.

**Step 9:**

Follow-up with the Commissionaire's office after 72-hours to make sure that the fingerprint results have been processed and sent to the RCMP.

You may also choose to contact the RCMP directly by phone 613-998-6362 or by Email [civilnps@rcmp-grc.gc.ca](mailto:civilnps@rcmp-grc.gc.ca)

**Step 10:**

Wait for notification from RDC staff that your security clearance has been granted.

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**Local Option 2: Kingston Police (FOR A FEE)**

Contact the QRDC Statistical Analyst for details on how to use the Kingston Police fingerprinting service. This option will cost you approx. \$60. QUL will not reimburse you for this cost.

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**Contact Us:**

Dong Shen  
Statistical Analyst  
(613) 533-6224  
[qrdc@queensu.ca](mailto:qrdc@queensu.ca)

Graeme Campbell  
Academic Director, QRDC  
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[graeme.cambell@queensu.ca](mailto:graeme.cambell@queensu.ca)

## Appendix A. Draft Letter of Introduction to Third-party provider

December 1, 2016

Kingston Commissionaires Office  
737 Arlington Park Place  
Kingston, ON  
K7M 8M8

Dear Sir/Madam:

Queen's University personnel, *insert name*, will be accessing confidential data at the Statistics Canada Research Data Centre (RDC). To use the RDC, personnel are required to become deemed federal employees of Statistics Canada which involves obtaining a security clearance. As you are aware, effective December 1, 2016, the RCMP requires all federal employees in Canada to undergo fingerprinting as part of their security clearance.

Be advised that the fingerprints should **not be** sent directly to Statistics Canada. Rather, the fingerprints *should be submitted to the RCMP* who will then direct the results to Statistics Canada:

***The Commissionaires***  
**SEND FINGERPRINTS**  
**DIRECTLY TO THE**  
**RCMP**

***Then, the RCMP will send fingerprints to***  
***Statistics Canada at the following address:***

**Departmental Security**  
**Statistics Canada**  
**Room 1102 Main Bldg.**  
**150 Tunney's Pasture Driveway**  
**Ottawa ON K1A 0T6**

Also be advised that under no circumstances should Statistics Canada be invoiced for this service.  
***Invoices should be sent directly to Nancy Petri, Business Officer, Queen's University Library:***

**Send invoice directly to:**

Nancy Petri, Business Officer  
Queen's University Library  
Stauffer Library  
101 Union Street  
Kingston, Ontario  
K7L 2N9

If you have any questions, please contact me at the Queen's RDC. I can be reached at:

(613) 533-6224

[grdc@queensu.ca](mailto:grdc@queensu.ca)

Hours: Tuesday – Thursday 10:00 am – 4:45 pm

Sincerely

Dong Shen, Queen's RDC Analyst



## Appendix B. Third-party Waiver of Consent

### Third Party Waiver of Consent

This form is to be completed by the applicant when providing fingerprints at a location other than Statistics Canada.

I, \_\_\_\_\_, born \_\_\_\_/\_\_\_\_/\_\_\_\_, hereby  
*(Print applicant's full name)* *(month / day / year)*

authorize the Royal Canadian Mounted Police (RCMP) Central Repository of Criminal Records to release my fingerprint-based criminal records results to the following party for transaction type: Employment—Federal Government:

Statistics Canada – Security (ORI# ON80291)  
RHC Building lobby  
100 Tunney's Pasture Driveway  
Ottawa, ON  
K1A 0T6

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**Applicant's signature**

**Date**

#### **Additional information and instructions**

- ✎ A Canadian police force, the RCMP, or private fingerprinting agency accredited by the RCMP can submit fingerprints electronically to the RCMP.
- ✎ This form is to be brought by the applicant to the local police station or private fingerprinting agency accredited by the RCMP where their fingerprints will be taken.
- ✎ **Any or all fees charged for fingerprinting services are the responsibility of the applicant and will not be reimbursed by Statistics Canada.**