

## **Criminal Record Check Requirements -**

### **Suppliers Conducting Work on Both CIBC & TD Accounts**

Please be advised that on an **Annual** basis all Supplier employees providing services at CIBC, BMO or TD facilities must undergo a mandatory Criminal Record Check. Suppliers failing to submit clearances will be suspended from performing any work until such time as this has been rectified.

Please take note that individuals who are discovered through this process to, in fact, have a Criminal Record may still be permitted to perform work, pending a formal review by BGIS and their respective Clients. Through an established review process, charges or convictions against a particular individual will be examined for relevance as it relates to the services being provided.

**Supplier employees or agents of the Supplier found to have a Criminal Record as a result of this process will not be permitted to work on these accounts without first obtaining written approval from BGIS to do so. Further, any individual who applied for a review of a conviction and received approval to work was on condition that the individual would apply for a pardon and submit a copy of same to BGIS once it was approved.**

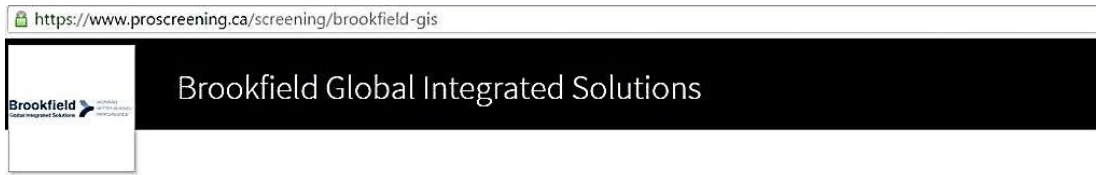
In order to facilitate this process, BGIS has entered into an agreement with Profile Screening Services Inc. to conduct Criminal Record Checks on their behalf.

- Profile Screening Services Inc. will conduct a Criminal Record Check and provide detailed results directly to the Employer.
- BGIS will obtain a Summary Report identifying which of the Supplier's employees have passed and which have failed.
- BGIS SUPPLIERS (VENDORS) will be invoiced directly by Profile Screening Services Inc. for the cost of these checks. (\$21.50 per individual)
- The Supplier Company is responsible to retain copies of photo identification viewed and utilized to confirm the applicant's identity.

### **BGIS -Sub-Contractor – Screening Portal Registration**

1. All must register here: <https://www.proscreening.ca/screening/brookfield-gis>. The page looks like the image below and has two options:

- a. Existing Clients of Profile Screening Services can login using their existing credentials. Clicking on this button will take you to the standard login screen you use; from here, you'll be at Step 2 below.
- b. Create an Account allows companies that are new to Profile Screening Services to enter the information necessary to establish their account. Once this information has been entered and confirmed on the next page, you'll be at the page shown in Step 2 below.



2. Once you have either logged in or created a new account, you'll be asked to select who referred you, as illustrated by the image below.
- a. Sub-contractors should select BGIS, as you have a direct contract with BGIS.

## Confirm

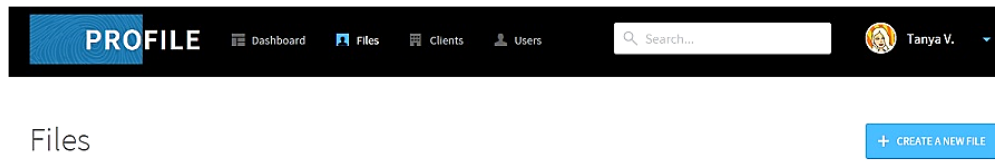
Please indicate who referred you to this portal.

- ☐ Brookfield Global Integrated Solutions
- ☐ Other

SUBMIT

3. Once selected, click on Submit and you will see a confirmation page. **BGIS must now approve you as a vendor before you can proceed further, and this may take several hours.** You will get an e-mail once your company has been approved, at which point you can proceed to the next step.
4. Proceed to the login page (<https://www.proscreening.ca/manage/login>), and enter your credentials for access. Immediately upon login, you will be on your Dashboard, where you can see all current activity.

5. Click on the “Files” link at the top of the page. On this Files screen, you will see current files and you will have the option to “Create a New File”. Click on this.



6. On the next screen, you can enter your company location (if you have more than one location), as well as the applicant’s e-mail address, preferred language, first name and last name. Please note that the client reference number is for your own records and is not mandatory; this could be the position, job site, department code, etc.

7. You now must choose between Digital Verification and Paper Verification.

CONSENT TYPE \*

How is the applicant providing consent?

☐ Digital Verification: The applicant will verify their identity via their Credit Bureau

☐ Paper Verification: I will provide the necessary consent and documentation, the applicant will not be emailed.

a. **For Digital Verification:**

- i. You must enter an e-mail address for the applicant.
- ii. The system will automatically generate an email to the applicant inviting them to complete the digital verification process.
- iii. The applicant will be prompted to complete an online waiver form, answer a series of questions to verify their identity and digitally sign their consent.
- iv. If the applicant passes the verification process, no further action is required on your part and the file is sent to us for completion.
- v. If the applicant fails digital verification, they will be prompted to upload two pieces of identification.
- vi. You (the Hiring Manager) would then need to review their submitted ID; see [step 13 below](#). (From this point, this is similar to the paper verification process, but the consent form has been completed by the applicant.)

b. **For Paper Verification: (Paper Waiver can be found at the end of this document).**

- i. You do NOT need to enter an e-mail address for the applicant.
- ii. You will have to upload documentation on behalf on the applicant; see [step 10 below](#).

8. Below that, you will need to select who can see the file upon its completion; i.e. just your company OR BGIS as well. Once selected, a blue ‘Submit’ button will appear at the bottom for new file creations. Click on this.

SELECT WHO CAN SEE THIS FILE \*

For which client is this employee being screened for?

☐ Flynn Group of Companies

☐ Brookfield Global Integrated Solutions

**9.** If you're using Digital Verification, this part of the process is now complete. The next screen will show a summary of that applicant's progress and the check(s) that you have requested. If you're using Paper Verification, continue to Step 10 below.

**10.** A pop-up window will appear asking you to confirm that you understand that it is now your responsibility to provide the applicant's consent form and identification documents. If you have not created a digital signature, this notification will advise you that you have to input a digital signature. Click on the link "add your signature here" and you will be taken to a screen to edit your user profile.

Applicant Consent Required

Please provide the applicant's submitted consent form and identification documents, as well as any supporting documentation. Once added, please approve the file to be screened.

I UNDERSTAND

In order to approve the file, we require that you input your digital signature. You can [add your signature here](#).

**11.** Here, you can use your mouse, or if you have a touchscreen device, your finger or a stylus pen, to enter your signature. Be sure to click on Save and you'll be taken back to the applicant summary page to upload documents. (Your signature is only required to be completed the first time)

**12.** Partially down the page on the left-hand side, you will see a section for "Applicant Consent & Identification". This is where you can upload documents on their behalf. You will need to upload the following documents:

- Completed waiver form (the blank form is provided to you by e-mail when you created your account.)
- Scanned copies or photographs of two pieces of acceptable identification, front and back.
- The self-declaration form (if the applicant has a criminal conviction to declare.)

**13.** Once the documents have been uploaded, a button will appear allowing you to "Approve Consent Files". Click on this and the file will be sent to us to be completed.

## Applicant Consent & Identification

If the applicant has uploaded their consent form manually, or provided identification, they can be seen here.

You may also upload documents on their behalf.

APPROVE CONSENT FILES

 [print4.jpg](#)



Drop your  
document here or  
[click to upload.](#)

### **Contact Information:**

#### **Profile Screening Services Inc.**

110-5525 Eglinton Avenue West

Toronto, Ontario

M9C 5K5

Telephone: (416) 695-1260

Toll-Free: 1-866-244-2744

Email: [screening@profileinc.com](mailto:screening@profileinc.com)

### **CRIMINAL RECORD CHECK INSTRUCTIONS AND ID REQUIREMENTS**

We are pleased to announce that Profile Screening Services offers our clients with confirmation of a self-declared criminal record. If an applicant has a criminal record and discloses it accurately on our consent form, we will be able to respond to you with confirmation that the declaration of offences listed by the individual is complete and accurate. This will allow you to make more informed decisions faster, without the need for fingerprints and the associated cost and delay.

This Declaration of Criminal Records will enable us to 'verify' or 'not verify' the volunteered information from the applicant as it relates to any criminal convictions on file. **Please ensure that the Consent Form is completed in full** in order to meet RCMP requirements. Also attached is an additional consent form that provides an opportunity for an applicant to disclose a criminal record. Simply make available to the applicant the second consent form (Declaration of Criminal Record) and forward it to us if the applicant has declared criminal record information.

\*We do **not** require the second consent (self-declaration) if the applicant has declared no criminal convictions.\*

Please distribute the forms to your employees with instructions to have the form completed in with the two required pieces of ID (see below).

A criminal record check may be done only once an applicant has granted his or her consent. The Consent Form must be completed and signed by the applicant in the presence of the Agent and be witnessed in writing by the Agent. Immediately following the completion of the Consent Form, the applicant is to undergo an Identity Verification process undertaken by the Agent as described below.

#### **IDENTITY VERIFICATION CRITERIA**

**An applicant must appear in person before an Agent (the client) prior to undergoing a criminal record check.**

1. An applicant must provide **two (2) pieces** of valid identification:

- One must be government-issued and include the applicant's name, date of birth, signature and photograph. Please note that Social Insurance Number **(SIN) cards are NOT acceptable** for identification purposes. Secondary ID must have the applicant's name imprinted on it and include their signature.

**NOTE:** Social Insurance Number **(SIN) cards are not acceptable** for identification purposes

- Copies of the identification documents must be certified by at least one of the Agents who will confirm that the applicant signing the Consent Form is the individual on the government issued identification. The Agent verifying the identity of the applicant must compare the signature on the government issued identification to the signature on the Consent Form

2. An Applicant must provide the following, including: given name(s), surname, maiden name (if applicable), and former name(s) that were changed in accordance with a legal name change (if applicable)

Each applicant is required to complete the consent form. You (the client) are required to ask if they have a criminal record and, if so, you must then ask the applicant to complete a declaration form. Each applicant will only be required to complete a consent form. **Only those with a criminal record** will be required to complete a Declaration (see attached Instructions for the Declaration of Criminal Record)

Standardized responses as laid out by the RCMP must be provided in return upon completion of the record checks, as follows:

**NEGATIVE:** Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did NOT identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

**\*\*Translation:** Negative response will be used when the processing police department does not identify any possible criminal record associated to the Applicant\*\*

**INCOMPLETE:** Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records could NOT be completed. Positive identification that a criminal record does or does not exist requires the applicant to submit fingerprints to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

**\*\*Translation:** Incomplete response will be used when the processing police department query identifies any criminal record of possible association to the applicant that does not match to the criminal record information declared by the Applicant” (this could mean that the offence declared is not accurate, there may be other convictions on file or the applicant did not declare any convictions and should have).

**POSSIBLE MATCH:** Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records has resulted in a POSSIBLE match to a registered criminal record. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. As such, the criminal record information declared by the applicant does NOT constitute a Certified Criminal Record by the RCMP. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

**\*\*Translation:** Possible response will be used when the processing police department query verifies the criminal record matches to the criminal record information declared by the Applicant\*\*