

# Contractor ID Card Application

## Application type and identity information

New Request   
  Stolen   
  Lost or Broken   
  Transportation   
  RSMC Helper  
 Details for lost or stolen card: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Maintenance   
  Combined Urban Service (CUS)  
 Consultant   
  Other: \_\_\_\_\_

<b>Surname, Given Name (Print):</b>		<b>Security Clearance Number:</b>	<b>Date of Birth (YYYY/MM/DD):</b>
<b>Home Address/Civic Address:</b>		<b>City:</b>	<b>Home Phone / Cellular Number:</b>
<b>Province</b>	<b>Postal Code:</b>	<b>Email (if applicable):</b>	<b>Work Phone Number:</b>
<b>List of Canada Post facilities where you work (please list if more than one depot or plant)</b>			

## Picture information and declaration

Photos must show a full front view of the face with both edges of the face showing clearly. The face and shoulders must be centered in the photo and squared to the camera. **Digital photos must be saved as a .jpg/.jpeg file, 4 MB maximum.**



**WARNING** – Any false or misleading statement on this form or relating to any document in support of this application, including concealment of any material fact, may lead to refusal or revocation of the card. Failure to complete all the required sections of this form will result in a delay in the issuing of your card. ID cards must be visible on the card holder's person at all times while in Canada Post facilities or performing contract work. ID cards are the property of Canada Post and must be returned upon demand, upon termination of contract/employment. The ID card can only be used by the cardholder.

**DECLARATION** - I solemnly declare that the photo enclosed is a true likeness of me and that all of the statements made in this application are true. I declare that I have read and understood the WARNING above.

<b>Applicant Signature:</b>		<b>Date:</b>
<b>Name of Approver (immediate supervisor)&amp; Title:</b>	<b>Company name:</b>	<b>Signature:</b>

<b>Send completed form (scan from and attach .jpg/jpeg picture) to:</b>	<b>If you cannot send by email</b>
<b><u>personnel.security@canadapost.ca</u></b>	<b>By mail: Personnel Security</b> CANADA POST 2701 RIVERSIDE DR SUITE N0060 OTTAWA ON K1A 0B1

Security Use Only		
<b>Card Issue Date</b>	<b>Expiry Date</b>	<b>Card Number</b>