



## **CONTROLLED GOODS PROGRAM (CGP) VISITOR EXEMPTION APPLICATION FOR SECURITY ASSESSMENT AND EXEMPTION FROM REGISTRATION**

**Read instructions carefully.** Incomplete applications may be returned or result in delays. The processing of an application may take 10 business days after receipt of a duly completed application and all documentation.

### **THIS SECTION IS TO BE COMPLETED BY THE DESIGNATED OFFICIAL**

**Warning:** Any false statement, misrepresentation, or concealment of any material fact on this application or any document presented in support of this application may lead to denial, suspension, or revocation of your application and be grounds for criminal prosecution under subsection 45(2) of the *Defence Production Act*.

**Please note, prospective visitors who have obtained a work permit must complete the 'Temporary Worker or International Student Application for Security Assessment and Exemption from Registration' form.**

In any instance where this form does not allow sufficient space for a complete answer, attach a separate page as required. Incomplete or illegible applications will not be processed and will be returned to the applicant. If a section does not apply, indicate 'N/A' (not applicable). For a list of supporting documentation that must accompany each Security Assessment Application, please refer to the security assessment checklists on our website. The Controlled Goods Program has a service standard of 10 business days to process complete applications.

#### **Privacy notice**

The information requested is collected by the Controlled Goods Program to determine the current and ongoing entitlement of your company to register with the Controlled Goods Program. The information is collected under the authority of the [Defence Production Act](#) and the [Controlled Goods Regulations](#).

Refusal to provide the personal information or the provision of incorrect information will prohibit you from examining, possessing, or transferring items identified in the Controlled Goods List contained in the Schedule to the *Defence Production Act*.

Your personal information is used, protected, or disclosed in accordance with the [Privacy Act](#) and is described in the Personal Information Bank, Controlled Goods Program, [PWGSC PPU 045](#). Under the *Privacy Act*, you have the right to access your personal information and to request corrections if you believe that your personal information is inaccurate or incomplete. The personal information provided in this form will be retained for a period of 5 years after the last administrative action, and then destroyed.

If you require clarification about this privacy notice, you may contact the Public Services and Procurement Canada's Access to Information and Privacy Directorate by email at [TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca). If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you may wish to contact the [Office of the Privacy Commissioner of Canada](#).



## CONTROLLED GOODS PROGRAM (CGP) VISITOR EXEMPTION APPLICATION FOR SECURITY ASSESSMENT AND EXEMPTION FROM REGISTRATION

**A copy of a valid passport signature page of each passport held and export permit (if applicable) must accompany this application.**

A – Preferred language of correspondence	
English	French

B – Type of application		
New	Extension	Amendment

C – Registered business information	
1- Business legal name	2 - Mailing address
3 - Site address where visit(s) will take place:	
4 - Describe the purpose of the visit, including when and where the applicant will examine/possess/transfer controlled goods:	

5 - Expected duration of Visit(s):	
From (year-month-day)	To (year-month-day)
Recurring Visit(s)?      Yes                      No	
If yes, indicate frequency of recurrence(s) (example, once monthly)	

6 - Provide a description of the controlled goods that this individual may be required to examine, possess and/or transfer. Refer to the [Guide to the Schedule to the Defence Production Act](#) and provide the Controlled Goods List (CGL) entry and sub-entry.

Refer to the [United States Munitions List \(USML\)](#)—part 121 of the [United States International Traffic in Arms Regulations \(ITAR\)](#) for U.S. ITAR defence articles that are manufactured in the U.S. or manufactured from technical data (technology) that is currently controlled under the USML to populate the last two columns of the table below. Please list the category number to its greatest extent.

Use "N/A" if not applicable, as scenarios vary. **Do not leave any table cells blank.**

Schedule / ECL #	Description of controlled goods	Controlled by the USML – part 121 of the United States ITAR?	USML category number
<i>THE FOLLOWING ARE EXAMPLES ONLY:</i>			
2-6.a.	<i>Military tank</i>	Yes      No	<i>VII a.1.</i>
N/A	<i>Ground vehicle suspension for military vehicle</i>	Yes      No	<i>VII g.10</i>
2-7.b.2.b.	<i>2-chlorovinylidichloroarsine (CAS 541-25-3);</i>	Yes      No	N/A

BEGIN BELOW:	
	Yes      No



# CONTROLLED GOODS PROGRAM (CGP) VISITOR EXEMPTION APPLICATION FOR SECURITY ASSESSMENT AND EXEMPTION FROM REGISTRATION

Yes	No
Yes	No
Yes	No
Yes	No

<b>D - Export permit</b> - Attach a copy of your export permit (if applicable)
7 - Export permit number (if applicable)

<b>E - Statement of designated official</b>		
I, the undersigned, as the individual authorized by the applicant, do hereby certify that the information contained in and accompanying this application to be true, complete, and accurate. I acknowledge and agree to comply with the responsibilities outlined in the <i>Defence Production Act</i> and the <i>Controlled Goods Regulations</i> with respect to the examination, possession, or transfer of Public Services and Procurement Canada's controlled goods.		
8. Surname	9. Given name	10. Title
11. Business mailing address		
12. Telephone	13. E-mail address	
Signature of designated official	Date	

### THIS SECTION IS TO BE COMPLETED BY THE VISITOR

<b>Consent</b>
I, the undersigned, have read the privacy notice above and consent to the collection, use, or disclosure of my personal information in this application for its subsequent verification, inquiry, assessment, and/or use in an investigation to determine the risk posed for the unauthorized transfer of items identified in the Controlled Goods List contained in the Schedule to the <i>Defence Production Act</i> .
My consent will remain valid until I no longer have the requirement to examine, possess, or transfer items identified in the Controlled Goods List contained in the Schedule to the <i>Defence Production Act</i> , until I am no longer associated with the business listed in the initial application, or until I send written notice to the Controlled Goods Program to revoke my consent.
<b>I understand that if I refuse to provide consent I will be prohibited from submitting this application and from examining, possessing, or transferring items identified in the Controlled Goods List contained in the Schedule to the <i>Defence Production Act</i>. Law enforcement record check</b>
<b>Law enforcement record check</b>
<b><i>I consent that my personal information (including fingerprints when applicable) may be disclosed to Canadian or foreign law enforcement agencies or police forces, or other entities within or outside government departments and agencies (e.g. credit bureau) which conduct verifications and/or investigations, and that my personal information may be verified to enable an assessment of my trustworthiness and reliability for the purpose of security assessment and that the result of such verifications and/or investigations may be released to the Government of Canada or the Royal Canadian Mounted Police (RCMP) along with any other information about me or my associations contained in any accessible records and databases under their control.</i></b>
I further authorize any and all Canadian law enforcement agency – such as any Canadian or foreign police force, - or any person or organization, whether public, parapublic private or governmental to check, and release to the Controlled Goods Program or the RCMP, all of my criminal history, charges, court orders and any other information concerning me contained in any accessible records and databases under their control. I understand that this consent also authorizes any Canadian law enforcement agency – or any person or organization, whether public, parapublic private or governmental to release to the Controlled Goods Program or the RCMP any information enabling investigation of my associates and thus enabling determination of whether I am of good character.



### CONTROLLED GOODS PROGRAM (CGP) VISITOR EXEMPTION APPLICATION FOR SECURITY ASSESSMENT AND EXEMPTION FROM REGISTRATION

For this same purpose, I give the RCMP permission to release to Controlled Goods Program, in whole or in part, the information it has collected during my security assessment and understand it may be released to the Designated Official of the registered person in relation to this security assessment.

Signature of applicant	Date (year-month-day)
------------------------	-----------------------

#### F - Employment Information

15 - Employer name	16 - Employer website
17 - Employer Address	

#### G - Biographical information

18 - Surname	19 - Given name(s) ( <b>add</b> parenthesis around the usual name used)
20 - Surname at birth	21 - Other names used (nicknames, aliases)
22 - Gender Male                  Female                  Another gender	23 - Date of birth (year-month-day)
24 - Complete residential address	
25 - Citizenship and country of origin Attach a copy with signature page of each valid passport held	
26 - List all citizenships held	
27 - City and country of birth	