



**Canadian Personnel Risk Assessment**  
**Manitoba Hydro/Winnipeg Police Service**  
**Application for Criminal Record Search Certificate**  
**New Hire - Current MH Employee - Contractor - Visitor**

Corporate Security Use Only		
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**NOTE:** Forms and identification should be saved as a single .pdf document. The .pdf file name should be the applicants "LAST NAME, First Name" as printed on their photo ID (i.e. SMITH, John) being submitted.

**Section 1 - Identification of the Applicant**  
 To be completed by new hire applicant, current employee or contractor employee.  
**NOTE:** When completing this section, please write all names in full - **NO INITIALS**

Surname (last/family name)	First name	Middle name
Personal email address	Other names used (maiden, birth, etc.)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth (year/month/day)	Birthplace (province or country)	How long have you resided in Canada (years)?
Current address (unit number, street number, street name)		
City	Province	Postal code
Signed by (Candidate - handwritten signature only)		yyyy mm dd
Daytime phone number		

**Section 2 - ID Verification**  
 To be completed by Manitoba Hydro Hiring Manager or Project Manager.  **Renewal PRA** - mark 'X' in this box and proceed to mark an 'X' below to identify if renewal PRA is for Current MH employee or Contractor

PRA being completed for (check one)  
 New Hire     Current MH Employee     Work Exposure     Visitor     Volunteer  
 Contractor Capital Project/MHI, specify Order, Network/Activity or Cost Centre number to charge PRA cost to: 53480

MH Contact Person	Contact number	MH Human Resource Advisor (only applicable for new hires or current employees)	Contact number
Carole Derksen	204 477 7655	Carole Derksen	204 477 7655

Include copies of two (2) **legible valid pieces** (not expired) of government issued identification - in which at least one must be photo. Noting that two different pieces of photo ID can be accepted in place of the non-photo ID requirement.

- **1st Piece** - Photo identification can only be one of the following: Driver's License, Manitoba Public Insurance Identification Card, Passport, Permanent Residence Card, Aboriginal Status Card
- **2nd Piece** - All of the above photo identification except for the photo ID already submitted, as well as: Provincial Healthcare Card (top & bottom sections), Birth Certificate, Immigration Papers, Citizenship Card, Social Insurance Card (SIN Confirmation letter), Firearms License, National Defense Card, Nexus Card, FAST Card from Canada Border Service Agency

Candidate name	Position applied for or contracting company name
	Contractor

	TYPE (select from the drop down list)	IDENTIFICATION NUMBER	EXPIRY DATE (IF APPLICABLE) yyyy mm dd	COPY ATTACHED
1st Piece of ID - Photo Only				<input type="checkbox"/> Yes
2nd Piece of ID - Photo or Non-photo				<input type="checkbox"/> Yes

I, Carole Derksen have examined the identification of \_\_\_\_\_  
Print name of Manitoba Hydro Representative  
 \_\_\_\_\_ and I am satisfied that the candidate and person  
Print name of Candidate  
 depicted in the photo identification are one and the same.

Signed by (Manitoba Hydro Rep confirming ID check - handwritten signature only)	yyyy mm dd	<input type="checkbox"/> Yes, I am a Manitoba Hydro Employee
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**Section 3 - Consent Form**

Please complete the following:

**Consent Form**  
**Manitoba Hydro Corporate Security Department**  
**AUTHORIZATION - New Hire - Current MH Employee - Contractor Employee**

I, \_\_\_\_\_, hereby authorize any member of a municipal, provincial or federal law enforcement agency, or any court official, to whom a duplicate or photocopy of this document is provided, to furnish any information, opinions, reports, records or copies which may be requested by Manitoba Hydro Corporate Security Department, in connection with my employment or contractor status with Manitoba Hydro and/or in connection with any criminal charges or record I may have.

I fully understand that Manitoba Hydro Corporate Security Department will perform a complete and thorough Background Investigation to ensure that I have the necessary characteristics to perform as an employee or contractor with Manitoba Hydro. I consent to the collection, use, disclosure, transmittal and examination of all information compiled by Manitoba Hydro Corporate Security Department for that particular purpose.

I agree to waive any right of action against any person or any municipal, provincial or federal law enforcement agency or court official providing information or opinions in compliance with this authorization, and agree to waive any right of action against Manitoba Hydro for actions carried out in accordance with this authorization.

I also confirm that I have been provided with ample opportunity to obtain independent legal advice with respect to this authorization and confirm that I have signed it voluntarily and with a full understanding of its meaning and import.

\_\_\_\_\_  
 Signature of applicant (handwritten signature only)

\_\_\_\_\_  
 Signature of witness (handwritten signature only)  
*Consent Form Witness is not required to be a Manitoba Hydro employee*

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

**REQUIREMENTS CHECKLIST**

- Section 1, 2, 3 of the form are completed with handwritten signatures. Digital or electronic signatures on .pdf files cannot be accepted.
- Section 2 of the form ensure the ID verification of the candidate's photo identification has been completed by a Manitoba Hydro employee.
- Form and the two pieces of valid identification as noted in Section 2 have been scanned into one legible .pdf document.
- Review the form to ensure all of the information that has been provided is correct.

**ROUTING INSTRUCTIONS**

- Proceed to the [Personnel Risk Assessment - Request Form](#) to submit the PRA Request. Access to this link is located on the front page of the MPower Corporate Security web site.
- Upon receipt, you will receive an automated email confirmation.
- Require assistance, email the \_\_\_\_\_ (CorporateSecurityPRA@hydro.mb.ca) mailbox.

Any false or incomplete information may result in rejection of this application. The personal information on this form will be collected and shared for the purposes outline in Section 36-47 of the Freedom of Information and Protection Privacy (FIPP) Act and for other legal requirements, where they are consistent with the FIPP Act.

Personal Information collected on this form is protected by The Freedom of Information and Protection of Privacy Act and will be used only to respond to this request. Inquiries about the use and protection of this personal information should be directed to the Access and Privacy Coordinator.