



E-ID Training

E-ID

Manager Function

Initiate an E-ID
Transaction by clicking on
"Online Forms Link".

[Reports](#) | [Online Forms](#) | [Create Request](#) | [View Requests](#) | [Log Off](#)

1 Files

[Add files...](#)

2 Options

Confirmation Id: (Optional)

Generic Client Id: (Optional)

Next

Online Forms

First Name:

Last Name:

Email:

Language: English French

Choose Package:

Criminal Background Check

Canadian Criminal Record Check

Generic Client Id

Method: Paperless

To Generate Paper Form

Submit

Hiring Manager is to complete the information about the candidate. Then we send an invite to the candidate to complete the requested screening by email

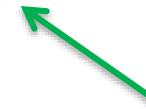
This field is used at your discretion. This will show up on the form and also be listed in your invoice backup.

Online Forms

Your request has been sent via email.



Your Request has been sent to the candidate. The request is valid for 30 days. After the 30 days the request will expire.



To see the status of the E-ID Request that you have generated, you can select "Reports".

E-ID

Candidate Function

Candidate will then fill out their personal information and address history

Online Forms - Personal Information

First Name: *

Middle Name:

Last Name: *

Email: *

Maiden Name(s) or Alias (Other Names):

Telephone: *

Place of Birth: *

Birth Date: *

Gender: * Male Female

Online Forms - 5 Year Address History

You are required to provide a full 5 year residential history. Please ensure there are no gaps.

5 Year Address History

No addresses have been added yet

[ADD NEW...](#)

[PREVIOUS](#)

[NEXT](#)

[NEXT](#)

Online Forms - Criminal Record Verification

Have you ever been convicted of a criminal offence? Yes No

Candidate will then answer the question...have they ever been convicted of a criminal offence.

Do not declare the following: Absolute discharges or Conditional discharges, pursuant to the Criminal Code, section 730. Any charges for which you have received a Pardon, pursuant to the Criminal Records Act. Any offences while you were a "young person" (12 years old but less than 18 years old), pursuant to the youth Criminal Justice Act. Any charges for which you were not convicted, for example, charges that were withdrawn, dismissed, etc. Any provincial or municipal offences. Any charges dealt with outside of Canada.

PREVIOUS

NEXT



Online Forms - Review

Please review the following information for accuracy:

Full Name:	John Sample
Birth Date:	1985-02-08
Email:	John@Sample.ca
Telephone:	416-494-4444
Place of Birth:	Toronto
Gender:	Male
Current Address:	123 Sample St Toronto ON A1B 2C3
Criminal Offences:	None

Candidate will then be asked to confirm information.

PREVIOUS

NEXT

Online Forms - Authorization and Consent

Please read the following terms and conditions. You may proceed after accepting all terms and conditions.

Criminal Record Verification

I have applied to Triton for employment. Part of the screening process includes a criminal history check which searches the RCMP Canadian Police Information Centre (CPIC) database. TRITON conducts these investigations on behalf of Triton. I hereby consent and authorize a Canadian Police Department to search for and disclose on my behalf to TRITON who is requesting the criminal history check on behalf of Triton the fact that records may exist on me and are registered on the CPIC database. I acknowledge that such records may include information relating to criminal convictions under federal legislation for which a pardon has not been granted. I authorize TRITON to release all information obtained to Triton and hold harmless TRITON upon the release of this information or its findings to Triton. The Applicant consents to the release of the information contained in the application and results of the criminal reference check being disclosed to the necessary third party for the purposes of Triton business. I understand that failing to provide accurate information or omission of facts herein may disqualify me from consideration for employment with Triton. Furthermore, if there is a discrepancy with the information provided by myself on this form and that disclosed by a Canadian Police Department during this investigation of my criminal records history, I understand that I have the option to provide my fingerprints to resolve any discrepancy or dispute. This request is made in compliance with any applicable federal, provincial or municipal public sector privacy legislation which allows a public body or municipality to disclose my personal information to me or my agent upon my request.

Candidate will be asked to read terms and conditions, then click the box to accept terms and conditions.

I have read and accept these terms and conditions

Sample

CLEAR SIGNATURE

NEXT

Candidate will then be asked to prepare to answer random questions created by their credit file to confirm their identity

Online Forms

You will now be asked a series of questions generated by a Canadian Credit Bureau pertaining to your credit information to confirm your identity. Each question has a time limit. Please ensure you are prepared to complete the series of questions before you advance to the next screen.


Next

Electronic Identification Verification

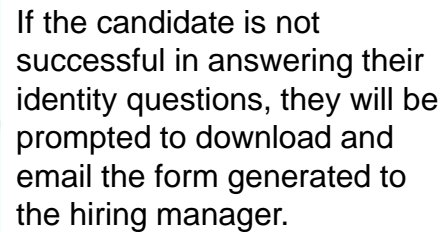
Your Request has been submitted

Here is your confirmation Number:

1278895



If the candidate successfully answers all questions about their identity, the system will then post the request to the originating user's account for the police agency to complete the results. The user (hiring manager) will then get a confirmation that the services have been requested.



If the candidate is not successful in answering their identity questions, they will be prompted to download and email the form generated to the hiring manager.

Online Forms

Your Identity was unable to be verified online. Please follow these steps

1. Click the link below to download your form
2. You will then need to send the form and 2 ID to your hiring manager
3. The hiring manager is to follow instructions on the top of the form to complete the submission

[Download](#)

After consent form is signed by hiring manager and candidate, follow the instructions on the submission page to submit with 2 pieces of identification (next slide)

A. Personal Information	
Surname (last name):	Given name(s):
Surname (last name) at birth:	Former name(s):
Place of birth (City, Province/State, Country):	
Date of birth (YYYY-MM-DD):	Sex (check one) <input type="checkbox"/> Female <input type="checkbox"/> Male
Phone number(s):	Email address:
Current Home Address	
Number	Street
Apartment	City
Province/Territory/State	Postal/ZIP code
Previous Address(es) Within the Last 5 Years (attach additional page if necessary)	
B. Reason for the Criminal Record Verification	
Reason for Request (example: Employment – Employer – Job Title): Employment	
Organization Requesting Search: INSERT NAME	
Contact Name:	Contact Phone Number:
C. Informed Consent	
<p>SEARCH AUTHORIZATION – I HEREBY CONSENT TO THE SEARCH OF the RCMP National Repository of Criminal Records based on the name(s), date of birth and where used, the declared criminal record history provided by myself. I understand that this verification of the National Repository of Criminal Records is not being confirmed by fingerprint comparison which is the only true means by which to confirm if a criminal record exists in the National Repository of Criminal Records.</p>	
<p>POLICE INFORMATION SYSTEM(S) – I HEREBY CONSENT TO THE SEARCH OF police information systems, as part of a Police Information Check, which will consist of a search of the following systems (check applicable):</p> <p><input type="checkbox"/> CPIC Investigative Data Bank <input type="checkbox"/> Police Information Portal (PIP)</p>	
<p>AUTHORIZATION AND WAIVER to provide a confirmation of criminal record or any police information.</p> <p>I certify that the information set out by me in this application is true and correct to the best of my ability. I consent to the release of the results of the criminal record checks to <u>INSERT NAME</u> located in _____</p> <p><small>Company Name City and Country</small></p> <p>I hereby release and forever discharge all members and employees of the processing Police Service and the Royal Canadian Mounted Police from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the <u>Brockville/Cobourg Police Service</u> to <u>Triton Canada Inc.</u> <u>Toronto, Canada</u></p> <p><small>Name of Processing Police Service Company Name City and Country</small></p>	
Signature of Applicant	Date
	Year – Month - Day
Signed at	
	City Province/Territory
D. Identification Verification	
<input checked="" type="checkbox"/> Physical Identity Verification <input type="checkbox"/> Electronic Identity Verification	
Witnessing Agent's Name:	Identification Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No
Witnessing Agent's Signature:	Type of Photo ID Viewed (Government Issued) & Secondary ID

Hiring Manager will sign off the form confirming identity.

Name and location of the company where information will be stored in Canada: Triton Canada Inc – Toronto, Ontario

****Information related to this criminal record check is collected, retained and disclosed in accordance with applicable privacy legislation. ****



Submission Instructions

ATTENTION APPLICANT - [To avoid delays please DO NOT send these forms directly to Triton](#)

1. Photocopy 2 pieces of ID - 1 piece must be government issued with your picture and signature
2. Take the forms that you downloaded from the Triton Website and the 2 ID and give/email them to your hiring manager or recruiter

ATTENTION HIRING MANAGER OR RECRUITER

1. Please complete the consent form in **section D with signatures** and submit it along with copies of the 2 ID by
 - a. Uploading into your account on the Triton Website, www.tritoncanada.ca
 - b. Email to submit@tritoncanada.ca
 - c. Fax to 1-866-284-3149

DON'T FORGET

- Is the consent form completed in full, signed by the hiring manager/recruiter and the applicant?
- Are the 2 pieces of ID (1 MUST BE GOVERNMENT ISSUED WITH PHOTO) included in the submission to Triton Canada Inc?

***Failing to send in a completed consent form and 2 pieces of ID will cause delays in your check being processed.**

If you have any questions regarding this request or any other TRITON service, please contact our customer service department at: 1-844-874-8667

Yours Truly,

Triton Customer Service

customerservice@tritoncanada.ca




Requests

sort by: [Date\(desc\)](#) [Date\(asc\)](#) ID Status Client

1	2	3	4	5	6	7	8	9	10	...	»	»»
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Show only: [Cleared](#) [Pending](#) [Errors](#) [Not Cleared](#) [Criminal Record as Disclosed – Confirmed](#) [Completed](#) [All](#)

To search for an applicant's name, enter it here: search clear search

-  24591
Criminal Record Verification submitted on 28/10/2016 1:59 PM
-  24591
Criminal Record Verification submitted on 28/10/2016 1:58 PM
-  24591
Criminal Record Verification submitted on 28/10/2016 1:58 PM

New request will be entered into the system



Simple. Secure. Trusted.

Thank you, for any questions, please contact us at
customerservice@tritoncanada.ca or 1-844-874-8667

