**Canada Clearance Passing Details**

**ALL PARTICIPANTS REQUIRE A TS / SCI CLEARANCE TO PARTICIPATE.**

**Clearance passing required to be completed NLT 30 days before your course starts. It is your responsibility to ensure that this process is initiated and that your VCR/FVR is properly completed.**

**PART ONE:**

A VCR/FVR is required by DGDS and CDLS(W) to seek authority for the visit to the US (and all OUTCAN)

**PART TWO:**

A TOC message is required to confirm to the host that an individual holds compartmented access (TS-SCI) (Note: the term TS-SCI replaces the term TS-SA). **If the TOC message is not sent, the individual will not be able to participate *in any part of the course*.**

**HOW TO GET BOTH PARTS COMPLETED:**

1. Complete the US VCR/FVR and submit per [DGDS processes](http://intranet.mil.ca/en/locations/outcan/washington-visits-vcr.page) (<http://intranet.mil.ca/en/locations/outcan/washington-visits-vcr.page>) NLT 60 days before your course starts. This will ensure that the visit authority is processed.
2. In section 6 of the VCR/FVR – you must indicate “Top Secret” where it asks, “Classification level” **AND** you must indicate “TS-SCI” where it asks, “TS Level required.” Also note that section 6 states “make sure you cc NSC in your email”. Sending a copy of the VCR to NSC will ensure that the TOC message is forwarded to the host. If NSC is not copied, or if section 6 is not completed as indicated, NSC will not action the VCR/FVR, a TOC message will not be sent, and you will not be able to participate in any part of the course. To confirm that the TOC message has been sent, NSC will provide you with the Date-Time-Group (DTG) of the TOC message. Keep this DTG handy and provide it to the host if necessary.

**If you require assistance regarding the publishing of a TOC message, contact the National Special on DWAN at: ++CFINTCOM NSC Sec Inquiries or the Inquiry Line at 613-945-5002.**