Volunteer / Contractor Request

for NPP Certification Personal Record Identifier (PRI)

**Step # 1 -To be completed by Senior Manager**

First name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Insurance Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Used to create a unique PRI)

Status : Volunteer\_\_\_\_\_\_\_ Contractor\_\_\_\_\_\_\_\_\_\_\_ (select one only)

Reliability Status acquired Date (Volunteer or Contactor must hold reliability status or higher security clearance): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NPP Entity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Base:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date of engagement (YYYY/MM/DD) :

End Date of Engagement (not greater than 3 years) (YYYY/MM/DD):

Senior Manager (or higher):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step #2 – To be completed by NPP Accounting Manager (if the Volunteer/Contractor requires an NPP Certification for signing authority) and forwarded to local HR office.**

Confirmed that credit card and/or NPP delegation of financial authority exists \_\_\_\_\_\_\_\_\_\_ or is being requested\_\_\_\_\_\_\_\_\_\_\_\_\_

NPPAM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step #3 – Local HR office will request a PRI and DLN account via HRIS Help desk.**

**NOTE:** Once your account has been created your User ID will be sent to your email that you have provided. Your Password can be requested directly from the DLN login page. <https://dln-rad.forces.gc.ca/Saba/Web/Main>