



Shelburne Police Service - POLICE CRIMINAL RECORD CHECK

(This search is not intended for persons working with the vulnerable sector)

UNIT 1. TO BE COMPLETED BY APPLICANT

| | | | |
|---|---------------------------------------|--|---|
| Mailing Address (name, street, city, province, postal code) Must Print Legibly <u>Under</u> Each Heading– this is your mailing label | | Date of Request ____/____/____ yy mm dd | |
| Last Name | First Name | Middle Name | |
| # and Street Name | Apt/Unit # | Maiden Name or other Surnames used | Other First Names |
| City | Province | Postal Code | Date of Birth ____/____/____ yy mm dd |
| | | Place of Birth | Gender |
| Reason for Request (state below) | | Self-Declaration (if applicable) | |
| Reason: (volunteer, employment, or other – if other, please specify) | | <input type="checkbox"/> Declaration of Criminal Record Attached | |
| Extra copy (Additional Fee May Apply) : | Reason for each copy requested: | | |
| Identification – one form MUST be Government Issued and include applicant's name, date of birth, signature and photo of applicant | | | |
| Type of I.D. produced | ID number | | |
| Type of I.D. produced | ID number | | |
| Contact Information | | | |
| Res. Phone | Bus. Phone | Cell Phone | |
| The Police Criminal Records Check will include the following information as the record exists on the date of the search: | | | |
| <ul style="list-style-type: none"> Criminal convictions (summary and indictable) from CPIC and/or local databases. | | | |
| The Police Criminal Record Check will not include: | | | |
| - Outstanding entries, such as charges and warrants | - Absolute and conditional discharges | - Convictions where a pardon has been granted | |
| - Convictions under provincial statutes | - Local police contacts | - Family court restraining orders | |
| - Foreign information | - Current judicial orders | | |
| - A Vulnerable Sector Verification search of pardoned sex offenders | | | |
| I hereby certify that the information provided above is true and correct to the best of my knowledge and belief. I hereby authorize the Shelburne Police Service to conduct such searches as are deemed necessary to obtain the information required to complete this search and disclose such information to me. | | | |
| Applicant's Signature X _____ | | | |

UNIT 2. POLICE USE ONLY

| | | | | |
|------------------------------------|-----------|----------|----------------|------|
| Request and Fee received by - Name | Badge. No | Division | Receipt Number | Fee: |
|------------------------------------|-----------|----------|----------------|------|

RESULTS FOR NAME-BASED CRIMINAL RECORD VERIFICATION

| | | | |
|---|--------------------------|--|--|
| 1 | <input type="checkbox"/> | NEGATIVE | Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did NOT identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records. |
| 2 | <input type="checkbox"/> | INCOMPLETE | Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records could NOT be completed. Positive identification that a criminal record does or does not exist requires the applicant to SUBMIT FINGERPRINTS to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records. |
| 3 | <input type="checkbox"/> | POSSIBLE MATCH <i>(See attached page For details)</i> | Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records has resulted in a POSSIBLE match to a registered criminal record. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. As such, the criminal record information declared by the applicant does NOT constitute a Certified Criminal Record by the RCMP. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records. |

| | | |
|----------------|---------|---|
| Date of Search | Clerk # | NOT VALID UNLESS EMBOSSED BY POLICE SERVICE SEAL |
|----------------|---------|---|

Personal information contained on this form is collected pursuant to the Police Services Act, s.41 and is collected for the purpose of processing this police record check. Questions concerning this collection should be directed to **Chief of Police – 203 Main Street East, Shelburne, Ontario, L0N 1S0 – (519) 925-3312**



POLICE INFORMATION CHECK
POLICE VULNERABLE SECTOR CHECK (*Unit 3 must also be completed*)

UNIT 1. TO BE COMPLETED BY APPLICANT

Date of Request

Mailing Address (name, street, city, province, postal code)

____ / ____ / ____
yy mm dd

| | | | | |
|-------------------|------------|------------------------------------|--------------------------------|----------------|
| Last Name | First Name | Middle Name | | |
| # and Street Name | Apt/Unit # | Maiden Name or other Surnames used | Other First Names | |
| City | Province | Postal Code | Date of Birth | Place of Birth |
| | | | ____ / ____ / ____ yy mm dd | Gender |

Address History – please fill out if resident address differs from mailing address and/or if resided OUTSIDE of the Region in the past 5 years.

| Street name and # (please state below) | Apt/Unit # | City | Province | Postal Code | # of yrs |
|--|------------|------|----------|-------------|----------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Reason for Request (state below)

Self-Declaration (if applicable)

Reason: (volunteer, employment, or other – if other, please specify)

Declaration of Criminal Record Attached

Is "Reason for Request" dealing with the Vulnerable Sector Yes ___ No ___ ***** If yes, UNIT 3 must be completed *****

UNIT 2. POLICE USE ONLY - One Box Must be Checked for Each Section

1. RESULTS FOR NAME-BASED CRIMINAL RECORD VERIFICATION

| | | |
|--------------------------|--|---|
| <input type="checkbox"/> | NEGATIVE | Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did NOT identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records. |
| <input type="checkbox"/> | INCOMPLETE | Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records could NOT be completed. Positive identification that a criminal record does or does not exist requires the applicant to SUBMIT FINGERPRINTS to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records. |
| <input type="checkbox"/> | POSSIBLE MATCH <i>(See attached page For details)</i> | Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records has resulted in a POSSIBLE match to a registered criminal record. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. As such, the criminal record information declared by the applicant does NOT constitute a Certified Criminal Record by the RCMP. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records. |

2. RESULTS OF FINGERPRINT COMPARISON SEARCH WITH THE NATIONAL REPOSITORY OF CRIMINAL RECORDS

| | |
|--------------------------|--------------------------------------|
| <input type="checkbox"/> | NO RECORDS IDENTIFIED - See Attached |
| <input type="checkbox"/> | RECORDS IDENTIFIED – See Attached |
| <input type="checkbox"/> | NOT APPLICABLE |

3. RESULTS OF INVESTIGATIVE DATABANK AND LOCAL INDICES RESULTS

| | |
|--------------------------|--|
| <input type="checkbox"/> | NEGATIVE – No information was revealed that can be disclosed in accordance with federal laws and RCMP policies |
| <input type="checkbox"/> | POSITIVE – See attached page(s) for details. |

4. RESULTS OF POLICE VULNERABLE SECTOR SCREENING ONLY

| | |
|--------------------------|---|
| <input type="checkbox"/> | A search of pardoned sex offenders was conducted. No information to release. |
| <input type="checkbox"/> | A search of pardoned sex offenders was conducted. Information authorized for release. |
| <input type="checkbox"/> | A search of pardoned sex offenders was not conducted. |

Date of Search _____ Clerk _____
#

▶ NOT VALID UNLESS EMBOSSED WITH POLICE SEAL

Identification – one form MUST be Government Issued and include applicant's name, date of birth, signature and photo of applicant

| | |
|-----------------------|-----------|
| Type of I.D. produced | ID number |
| Type of I.D. produced | ID number |

Contact Information

| | | |
|------------|------------|------------|
| Res. Phone | Bus. Phone | Cell Phone |
|------------|------------|------------|

The Police Information Check will include the following information as it exists on the date of the search:

- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition orders
- Criminal convictions (summary and indictable) from CPIC and/or local databases.
- Absolute and conditional discharges.
- Family court restraining orders.
- Criminal charges resulting in dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder as listed on local indices.
- Police contacts including but not limited to theft, weapons, sex offences, or violent, harmful and threatening behaviour.

The Police Vulnerable Sector Check will include all of the above and the following information as it exists on the date of the search:

- Police contacts including but not limited to theft, weapons, sex offences, or violent, harmful or threatening behavior which may or may not have involved a mental health incident where no charges were laid.
- All pardoned criminal convictions, including non sex offences, identified as a result of a Vulnerable Sector Verification search and authorized for release by the Minister of Public Safety and Emergency Preparedness.

1. I hereby release and discharge the Shelburne Police Service and all members and employees of the said Service 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 Police Service. I hereby authorize the Shelburne Police Service to inquire into and disclose the results of any police records indicating criminal convictions, conditional and absolute discharges, outstanding criminal charges to me and to conduct a local police contact search with any Police Service in Canada.

2. I certify that the information provided by me in this application is true and correct to the best of my knowledge and belief. I have read this consent, understand it and agree to it in its entirety.

Applicant's Name: (Please Print) _____

Applicant's Signature _____

UNIT 3. POLICE VULNERABLE SECTOR CHECK**This section is restricted to applicants seeking employment and/or volunteering with vulnerable individuals.**

"Vulnerable persons" means persons who, because of their age, a disability or other circumstances, whether temporary or permanent, (a) are in a position of dependence on others; or (b) are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

Part 1: Identification of the Applicant

| | | | |
|---------|------------|--|--------------------------|
| Surname | Given Name | Sex <input type="checkbox"/> Male <input type="checkbox"/> Female | Date of Birth (yy-mm-dd) |
|---------|------------|--|--------------------------|

Part 2: Reason for Consent (Please fill out the following):

I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.

| | |
|---|------------------------------------|
| Description of the paid or volunteer position | Name of the person or organization |
|---|------------------------------------|

Details regarding the responsibilities towards children or vulnerable person(s)

Part 3: Consent

I hereby consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon for, any of the sexual offences that are listed in the schedule to the *Criminal Records Act*.

I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the *Criminal Records Act* in respect of which a pardon was granted or issued, I will be requested to provide fingerprints to confirm that record and that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

| | |
|------------------------|-----------------|
| Contributing Agency | |
| Signature of Applicant | Date (yy-mm-dd) |

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