



# SAUGEEN SHORES POLICE SERVICE

**MUST SELECT ONE** 

- CRIMINAL RECORD CHECK
- CRIMINAL RECORD AND JUDICIAL MATTERS CHECK
- VULNERABLE SECTOR CHECK

<b>TO BE COMPLETED BY APPLICANT</b>				Date of Request <i>yyyy / mm / dd</i>	
Mailing Address (name, street, city, province, postal code) <b>**Please Print UNDER each heading**</b>					
Last Name		First Name		Middle Name	
# and Street Name		Apt/Unit #	Maiden Name or Other Names Used		Other First Names
City	Province	Postal Code	Date of Birth <i>yyyy / mm / dd</i>	Gender	Other Names
Contact phone number			Email address		
<b>Address History</b> – please fill out if resident address differs from mailing address and/or resided OUTSIDE of the Region in the past 5 years					
Street name # (please state below)			Apt/Unit #	City	Province
<b>Identification</b> – one form MUST be Government issued and include the applicant’s name, date of birth, signature and photo of applicant					
Type of Identification produced		ID number – do <u>NOT</u> record Health or SIN card or bank/credit card numbers		Viewed <input type="checkbox"/>	
Type of Identification produced		ID number – do <u>NOT</u> record Health or SIN card or bank/credit card numbers		Viewed <input type="checkbox"/>	
<b>Reason for Request:</b> <b>**If you are applying for a position with a municipal, provincial or federal government please refer the Government Agency Section**</b>					
Specifically state the Reason for Criminal Record Check <u>or</u> Criminal Record and Judicial Matters Check <u>or</u> Vulnerable Sector Check:					
<b>SELF DECLARATION</b> (if applicable): <input type="checkbox"/> Declaration of Criminal Record Attached					
<b>Fill out the below ONLY if request is Vulnerable Sector Check:</b>					
Name of Employer/Organization/School/Other requesting Vulnerable Sector Check:					
State the Vulnerable Person(s) you will be responsible for the well-being of:					
<b>The Criminal Record Check will include the following information as it exists on the date of the search:</b>					
<ul style="list-style-type: none"> <li>• Criminal convictions from the Canadian Police Information Centre “CPIC” and/or local databases and Summary convictions for the past five (5) years, when identified</li> <li>• <i>Youth Criminal Justice Act</i> findings of guilt will be released on applications to government institutions/organizations</li> </ul>					
<b>The Criminal Record and Judicial Matters Check will include all of the above and the following information as it exists on the date of the search:</b>					
<ul style="list-style-type: none"> <li>• Outstanding entries such as charges and warrants, judicial orders, Probation and Prohibition Orders – as per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency</li> <li>• Absolute and Conditional Discharges within the applicable retention period</li> </ul>					
<b>The Vulnerable Sector Check will include all of the above and the following information as it exists on the date of the search:</b>					
<ul style="list-style-type: none"> <li>• In very exceptional cases, where it meets the Public Safety Test, non-conviction dispositions including but not limited to, Withdrawn and Dismissed</li> <li>• Not Criminally Responsible by Reason of Mental Disorder</li> <li>• All record suspensions for release by the Minister of Public Safety</li> </ul>					
<b>CONSENT</b>					
<ol style="list-style-type: none"> <li>1. I hereby authorize the <b>SAUGEEN SHORES POLICE</b> to conduct a search based on the names(s), date of birth and declared criminal record history, to obtain the information required to complete the Police Record Check and disclose such information to me. This includes a search of the Saugeen Shores Police Service Records Management System (RMS), and the Canadian Police Information Centre (CPIC) database, maintained by the RCMP. This search of the CPIC database includes a search of the Identification Data Bank (known as the National Repository of Criminal Records), the Investigative Data Bank and the Police Information Portal (PIP)</li> <li>2. I hereby release and discharge the <b>SAUGEEN SHORES POLICE SERVICE BOARD</b> and all members and employees of the <b>SAUGEEN SHORES POLICE SERVICE</b> 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 the information to me by the <b>SAUGEEN SHORES POLICE SERVICE</b>. I hereby authorize the <b>SAUGEEN SHORES POLICE SERVICE</b> to inquire into and disclose results of any police records to me including: criminal convictions (summary and indictable); absolute and conditional discharges; and cases of not criminally responsible for reasons of mental disorder; outstanding entries such as charges, judicial orders, probation and prohibition orders and to conduct a local police contact search with any Police Service in Canada</li> <li>3. 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.</li> <li>4. <b>For Vulnerable Sector Check applicants that are 18 years of age or older:</b> 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 records suspension (pardon) for, any sexual offences that are listed in the schedule to the <i>Criminal Records Act</i>. 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 <i>Criminal Records Act</i> in respect of which a record suspension 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 Minister of Public Safety, 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 the above that requested the verification, that information will be disclosed to that person or organization</li> <li>5. I understand that the prescribed fee is non-refundable</li> </ol>					

**Applicant’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
yyyy / mm / dd

<b>POLICE USE ONLY – Request reviewed and non-refundable fee(s) received by:</b>					
Received By:	Payment Type:	Receipt Number:	<input type="checkbox"/> VS School/Volunteer \$6.59	<input type="checkbox"/> Employment \$65.83	<input type="checkbox"/> No Charge \$0.00



**GOVERNMENT AGENCY SECTION**

To be filled out by applicants who are applying for a position with a government agency

**Name of Government Agency:**

**Address of Government Agency:**

**Position with Government Agency:**







# DECLARATION OF CRIMINAL RECORD

(To be filled out by Applicant)

This form must be completed in order to receive a name-based Criminal Record, which includes the Adult Criminal Convictions and associated information from the RCMP National Repository of Criminal Records. Failure to complete this form accurately, will result in an incomplete record check, and require submission of fingerprints to the RCMP National Repository of Criminal Records.

Last name:		First Name:		Other First Names:	
Maiden Names or Other Last Names:		Other Names:		Date of Birth: (yyyy/mm/dd)	Gender
Current Street # and name			City:	Province	Postal Code

## DECLARATION OF CRIMINAL RECORD

- A declaration of Criminal Record does not constitute a Certified Criminal Record by RCMP
- A declaration of Criminal Record may not contain all criminal record convictions
- A certified Criminal Record can only be issued by Canadian Criminal Real Time Identification Services based on the submission of fingerprints to the RCMP National Repository of Criminal Records

### A declaration **MUST** include:

- ALL convictions for offences under Federal Law

### Declaration must **NOT** include:

- A conviction in which you have received a Record Suspension (pardon) in accordance with the Criminal Records Act
- A conviction when you were a "young person" under the Youth Criminal Justice Act
- An Absolute or Conditional Discharge, pursuant to section 730 of the Criminal Code
- An offence for which you were not convicted (i.e. the charges were Withdrawn, Dismissed, etc)
- Any Provincial or Municipal offences
- Any charges dealt with outside of Canada

OFFENCE	DATE OF SENTENCE	LOCATION

**Applicant Signature**

Date (yyyy/mm/dd)