

POLICE INFORMATION CHECK

IDENTIFICATION – one form must be photo ID

Type of ID Produced:	Number:
Type of ID Produced:	Number:

INSTRUCTIONS FOR COMPLETION

(PERSONAL INFORMATION ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF THE BC FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT & FEDERAL PRIVACY ACT)

Please complete clearly in ink

You must apply in person at the Police Agency in the jurisdiction you reside. At the time of application you must present:

- Any applicable fee (see website for costs and payment options).
- One piece of photo identification and one piece of identification verifying name and date of birth.
- If you cannot produce photo identification and require a Police Information Check for purpose of employment, you will need to submit fingerprints to confirm your identity.

Your Police Information Check will include all available law enforcement systems, including any local police records.

THIS CHECK WILL NOT INCLUDE:

- Checks of overseas or US systems.
- Traffic Violation Tickets, Motor Vehicle Act Offences or Municipal Bylaw Offences

The results of this check will not be forwarded to a third party
(with the exception of confirmed positive Vulnerable Sector responses)

PART I – PERSONAL INFORMATION (COMPLETED BY APPLICANT)

LAST NAME	FIRST NAME	MIDDLE NAME
PREVIOUS NAMES (including name changes and maiden name)		SEX (circle one) M F
DATE OF BIRTH (YYYY/MM/DD)	PLACE OF BIRTH:	
ADDRESS (street # and name)	CITY	PROV POSTAL CODE
PHONE NUMBER (residence)	PHONE NUMBER (cell)	

PREVIOUS ADDRESS (LIST ALL ADDRESSES WITHIN THE LAST FIVE YEARS)

*Check Completed
(office use only)

STREET NAME: _____	CITY: _____	PROVINCE: _____	<input type="checkbox"/> yes <input type="checkbox"/> no
STREET NAME: _____	CITY: _____	PROVINCE: _____	<input type="checkbox"/> yes <input type="checkbox"/> no
STREET NAME: _____	CITY: _____	PROVINCE: _____	<input type="checkbox"/> yes <input type="checkbox"/> no
STREET NAME: _____	CITY: _____	PROVINCE: _____	<input type="checkbox"/> yes <input type="checkbox"/> no
STREET NAME: _____	CITY: _____	PROVINCE: _____	<input type="checkbox"/> yes <input type="checkbox"/> no

*If previous addresses were not checked see attached instructions for the applicant

REASON FOR APPLICATION (circle one): Volunteer (attach letter) - Employment - Other (specify below)

NAME OF VOLUNTEER AGENCY OR EMPLOYER: _____

IS YOUR REQUEST RELATED TO WORK/VOLUNTEERING WITH VULNERABLE PERSONS: YES NO

Attachments _____

Page _____ of _____

Police Department Authorizing Signature	Date Check Completed
Applicant Name	Applicant DOB

WAIVER, RELEASE AND CONSENT

I request and consent to _____ POLICE DEPARTMENT and its employees conducting a search with the information I have provided of records and information in the possession of any policing agency or contained in a court registry database. I understand and agree that this search will report on the existence of any formal criminal records or pending charges, *as well* as the existence of records including information related to adverse contact with the police including occurrences where no charges have been laid, Mental Health Act occurrences and provincial statutes. I understand that records may continue to exist even if they are no longer indicated. I understand the _____ POLICE DEPARTMENT will provide a factual report on the results of the search and will not be responsible for determining whether the search results are or are not relevant to my proposed employment or volunteer position. **This determination must be made by the employer or volunteer organization through its own background investigation and in accordance with human rights legislation and employment law.**

I understand that information collected as a result of this Police Information Check will only be released by _____ POLICE DEPARTMENT and its employees **directly to me and not to any third party.**

I release the _____ POLICE DEPARTMENT its employees, agents and assigns, from any and all actions, claims and demands for losses or damages, including indirect or consequential, that I might sustain by reason _____ POLICE DEPARTMENT and its employees conducting searches and reporting on the results of information collected during this Police Information Check. I understand _____ POLICE DEPARTMENT cannot and does not guarantee the accuracy of the information I have provided or of the information to be disclosed.

I certify that the information provided is true and correct to the best of my knowledge and belief. I have read and understood this form and consent to these terms by my signature.

Signature of Applicant

Date Signed

VULNERABLE SECTOR APPLICANTS

FORM 1 - CONSENT FOR CRIMINAL RECORD CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED

This form is to be used by a person applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons, if the position is a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule to the Criminal Records Act and has been pardoned.

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

Description of the paid or volunteer position: *(what will you be doing?)* _____

Provide details regarding the children or vulnerable persons: *(what ages & types of clients will you be in authority over?)*

Consent: I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine 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, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Minister of Public Safety 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 the 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.

Signature of Applicant

Date Signed

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Police Department Authorizing Signature	Date Check Completed
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OFFICE USE ONLY

DISCLOSURE RESULTS OF CRIMINAL CONVICTION CHECK

Records of criminal conviction for which a pardon has not been granted, attainable through Canadian Police Information Centre (CPIC) National Repository for Criminal Records Identification Data Bank

RESULTS: CRIMINAL RECORD CHECK INFORMATION IS BASED ON NAME AND DATE OF BIRTH ONLY

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 for a person with the name(s) and date of birth of the applicant. Positive identification that a criminal record may or may not exist at the RCMP National Repository for Criminal Records can only be confirmed by fingerprint comparison. Not all offences are reported to the RCMP National Repository of Criminal Records. A local police indices check may or may not reveal criminal record convictions that have not been reported.

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. In order to complete the request, the applicant is required to have fingerprints submitted to the RCMP National Repository of Criminal Record by an authorized police service or accredited private fingerprint company. Positive identification that a criminal record may or may not exist at the RCMP National Repository for Criminal Records can only be confirmed by fingerprint comparison. Not all offences are reported to the RCMP National Repository of Criminal Records. A local police indices check may or may not reveal criminal record convictions that have not been reported.

POSSIBLE MATCH - *SEE ATTACHED DECLARATION*

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 may or may not exist at the RCMP National Repository for Criminal Records can only be confirmed by fingerprint comparison. The declared criminal record does not constitute a certified criminal record by the RCMP and may not contain all criminal record convictions. Not all offences are reported to the RCMP National Repository of Criminal Records. A local police indices check may or may not reveal criminal record convictions that have not been reported.

Vulnerable Sector Search

- A vulnerable sector check was not requested
- A vulnerable sector check for pardoned sexual offences has been conducted based on a name, gender and date of birth and was met with negative results
- A vulnerable sector check was verified by fingerprints and name could not be associated to any records that may be disclosed in accordance with Federal Laws.
- A vulnerable sector check was verified by fingerprints and a pardoned record was disclosed to the requesting employer/agency as per Form 1 Consent (see page 2)

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Police Department Authorizing Signature	Date Check Completed
Applicant Name	Applicant DOB

RESULTS OF POLICE INFORMATION CHECK (Office use Only)

INVESTIGATIVE DATA BANK, COURT AND LOCAL POLICE INDICES RESULTS

Records of outstanding criminal charges which the police agency is aware of or are indicated within the Investigative Data Bank of CPIC or any other available police computer systems (e.g. BC PRIME, PIRS, CPIC, JUSTIN and PIP)	<input type="checkbox"/> negative – no information that can be disclosed according to federal laws and policies	<input type="checkbox"/> see attached disclosure
Records of conditional or absolute discharges located on police computer systems (e.g. BC PRIME, PIRS, CPIC, JUSTIN and PIP) <u>This may also include stay of proceedings, Peace Bonds or other non-conviction information or convictions located on other police systems.</u>	<input type="checkbox"/> negative – no information that can be disclosed according to federal laws and policies	<input type="checkbox"/> see attached disclosure
Police information located on computer systems (e.g. BC PRIME, PIRS, CPIC, JUSTIN and PIP) and information located through local police indices checks. <u>This may include information related to adverse contact with the police including occurrences where no charges were laid, Mental Health Act occurrences and provincial statutes.</u>	<input type="checkbox"/> negative – no information that can be disclosed according to federal laws and policies	<input type="checkbox"/> see attached disclosure

******If the position involves operation of a motor vehicle obtain a BC Driver's Abstract from the Superintendent of Motor Vehicles. This Police Information Check does not indicate traffic violation tickets, Motor Vehicle Act or Municipal Bylaw offences******

See Next Page for Disclosures of above categories if applicable.

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Police Department Authorizing Signature	Date Check Completed
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ADDITIONAL COURT OR OUTSTANDING CHARGES DISCLOSURE INFORMATION (if applicable)

DATE	CHARGE	POLICE AGENCY	DISPOSITION/RESULT

CONDITIONAL/ABSOLUTE DISCHARGES/STAY OF PROCEEDINGS/PEACE BOND DISCLOSURE INFORMATION (if applicable)

DATE	CHARGE	POLICE AGENCY	DISPOSITION/RESULT

DISCLOSURE OF LOCAL POLICE INDICES

DATE	APPLICANT'S ROLE	DESCRIPTION OF EVENT	POLICE AGENCY

