

RECORD CHECK APPLICATION FORM

There are changes to the Criminal Record Checks with the Implementation of the ONTARIO POLICE RECORD CHECKS REFORM ACT.

See below

Provisions under the *POLICE RECORD CHECKS ACT* include the following: Prohibit Police Agencies from providing the results of any type of Record Check for someone under the age of 18 years to any Non-Government Agencies such as:

- Schools
- Universities
- Hospitals
- Private Retirement Homes
- Private Day Cares

POLICE RECORD CHECKS for anyone under the age of 18 years will only be conducted for employment or volunteer with a Municipal/Provincial/Federal Government Department or Ministry such as:

- Municipal Departments: Town/City Hall, city parks, Public Library
- Provincial Ministries: MTO, Education, Health, Long Term Care Facilities, Day Cares
- Federal Departments: Department of Defence, CBSA, Corrections Canada

Should you require the Record Check from one of the above agencies a second form MUST be competed- see staff for further instruction

Should you require a copy of your YOUTH record see office staff for further instruction

The Act Allows for 3 Levels of Criminal Record Checks

CRIMINAL RECORD CHECK (CRC)

CRIMINAL RECORD & JUDICIAL MATTERS CHECK (CRJMC)

VULNERABLE SECTOR CHECK (VSC)- must be 18 years of age and older

**** Applicants MUST produce a letter from the agency or organization requiring the VSC check ****

You must indicate on the application which check is being requested

EMPLOYMENT CHECKS - \$55.00

VOLUNTEER - \$25.00

You must bring 2 pieces of Government Identification with you- a Valid Drivers' Licence (proof of LaSalle residency) or Ontario Photo Card along with one of the following:

Birth Certificate

Passport

Native Status Card

Possession and Acquisition Licence

Pleasure Craft Operator Card

Immigration Documents/ Permanent Residence Card

Nexus Card/FAST



LASALLE POLICE SERVICE

POLICE RECORD CHECK APPLICATION FORM

(Applicant to complete all sections in yellow)

Last Name:		First Name:		Middle Name:	
Maiden Name or other names used:			Date of Birth (YYYY-MM-DD):		Gender:
Number and Street Name:		Apt/Unit #		City:	
Province:		Postal Code:		Country of Birth:	
E-Mail Address:				Phone Number:	
Address History (indicate all addresses in the past five (5) years if different than above):					
Number and Street Name:		City	Province	Postal Code	Length of time
<input type="checkbox"/> Volunteer/Student Placement:			Self Declaration (if applicable)		
<input type="checkbox"/> Employment			<input type="checkbox"/> Declaration of a Criminal Record		
<input type="checkbox"/> Other (Specify):			Please complete the Declaration of Criminal Record form		
APPLICANT TO SELECT ONE OF THE FOLLOWING RECORD CHECKS:					
<input type="checkbox"/> Police Criminal Record Check will include the following information as it exists on the date of the search: A Police Criminal Record Check is NOT intended for applicants seeking to work or volunteer directly with vulnerable persons. The search will include: <ul style="list-style-type: none"> - Criminal convictions from the Canadian Police Information Centre "CPIC" and/or local databases and Summary convictions for the past five (5) years, when identified - Youth criminal Justice Act findings of guilt will be released on applications to government institutions/organizations NOTE: Records for applicants under the age of 18 will only be provided to agencies that fall within Sec 119 (1)(o) of the YCJA. (e.g. Federal, Provincial and Municipal agencies)**					
<input type="checkbox"/> # of extra copies required _____					
<input type="checkbox"/> Police Criminal Record and Judicial Matters Check will include all of the above an the following information as it exists on the date of the search: A Police Criminal Record and Judicial Matters Check is NOT intended for applicants seeking to work or volunteer directly with vulnerable persons. The search will include: <ul style="list-style-type: none"> - 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 - Absolute and Conditional Discharges within the applicable retention period NOTE: Records for applicants under the age of 18 will only be provided to agencies that fall within Sec 119 (1)(o) of the YCJA. (e.g. Federal, Provincial and Municipal agencies)**					
<input type="checkbox"/> # of extra copies required # _____					
<input type="checkbox"/> Police Vulnerable Sector Check will include all of the above an the following information as it exists on the date of the search: <ul style="list-style-type: none"> • In very exceptional cases, there it meets the Public Safety Test, non-conviction dispositions including but not limited to, Withdrawn and Dismissed • Not Criminally Responsible by Reason of Mental Disorder All record suspensions for release by the Minister of Public Safety A Police Vulnerable Sector Check is intended for applicants who will be in a position of trust or authority over children or vulnerable persons <u>in Canada only.</u> (This means more than having contact with children or vulnerable persons.) This search will include: NOTE: Applicants under the age of 18 are not eligible for a Police Vulnerable Sector Check.					
NOTE: Extra copies cannot be obtained for Police Vulnerable Sector Checks					

1. I hereby authorize the LaSalle Police Service 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 LaSalle Police Service Records Management Systems (RMS), and the Canadian Police Information Centre (CPIC) database, maintained by the RCMP. This search of the CPIC database includes a search of the Identified Data Bank (known as the National Repository of Criminal Records), the Investigative Data Bank and the Public Safety Portal (PSP)
2. I hereby release and discharge the LaSalle Police Service Board and all members and employees of the LaSalle Police 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 LaSalle Police Service. I hereby authorize the LaSalle Police Service 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.
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.

Applicant's Name (Please Print): _____

Applicant's Signature: _____ Date: _____

FOR POLICE VULNERABLE SECTOR CHECK ONLY: I am an applicant for a paid or volunteer position with a person or organization responsible for the wellbeing of children or vulnerable persons, and I will be in a position of trust or authority with children or vulnerable persons.

Title of the paid or volunteer position:

Name of the person or organization:

Description and details regarding the responsibilities towards the children or vulnerable person(s):

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 *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 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.

Applicant's Signature: _____ Date: _____

OFFICE PERSONNEL ONLY Select identification shown and initial.

<input type="checkbox"/>	Valid Driver's Licence	<input type="checkbox"/>	NEXUS Card
<input type="checkbox"/>	Citizenship or Immigration Documents	<input type="checkbox"/>	Valid Passport
<input type="checkbox"/>	Birth Certificate	<input type="checkbox"/>	Native Status Card
<input type="checkbox"/>	Permanent Residence Card	<input type="checkbox"/>	Ontario Pleasure Craft Card
<input type="checkbox"/>	Marriage Certificate	<input type="checkbox"/>	Ontario Photo Card
<input type="checkbox"/>	Possession and Acquisition Licence	<input type="checkbox"/>	Other (specify):

Clerk ID:

Date Received:

Fee:

Paid by: