

RECORD CHECK APPLICATION FORM

*****EFFECTIVE IMMEDIATELY*****

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)

- **Applicants MUST produce a letter from the agency or organization requiring the VSC check if it is a non-paid position**

You must indicate on the application which check is being requested

EMPLOYMENT CHECKS - \$45.00

VOLUNTEER - \$20.00

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/Nexus
Native Status Card
Possession and Acquisition Licence

Pleasure Craft Operator Card
Immigration Documents/ Permanent Residence Card



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 Surnames used:			Date of Birth (YYYY-MM-DD):		Gender:
Number and Street Name:			Apt/Unit #		City:
Province:			Postal Code:		Place of Birth:
E-Mail Address:				Phone Number:	
Address History: (indicate all addresses in the past five (5) years)					
Number and Street Name:		City		Province	Postal Code
<input type="checkbox"/> Volunteer			Self Declaration (Do you have a Criminal Record?)		
<input type="checkbox"/> Employment			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Other (Specify):			If indicated yes above, please complete the Declaration of Criminal Record form		
APPLICANT TO SELECT ONE OF THE FOLLOWING RECORD CHECKS:					
<input type="checkbox"/> Police Criminal Record Check					
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 CPIC and/or local databases - Summary convictions (previous 5 years) when identified - Findings of guilt under the <i>Youth Criminal Justice Act</i> within the applicable disclosure 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"/> Extra Copies required # _____					
<input type="checkbox"/> Police Criminal Record and Judicial Matters Check					
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"> - Criminal convictions from CPIC and/or local databases. - Summary convictions (previous 5 years) when identified - Outstanding entries, such as charges, warrants, judicial orders, probation and prohibition orders - Findings of guilt under the <i>Youth Criminal Justice Act</i> (YCJA) within the applicable disclosure period - Absolute and Conditional Discharges (for 1 or 3 years respectively) 					
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"/> Extra Copies required # _____					
<input type="checkbox"/> Police Vulnerable Sector Check					
A Police Vulnerable Sector Check is intended for applicants who will be in a position of trust or authority over children or vulnerable persons in <u>Canada only</u> . (This means more than having contact with children or vulnerable persons.) This search will include:					
<ul style="list-style-type: none"> - Criminal convictions from CPIC and/or local databases - Summary convictions (previous 5 years) when identified - Outstanding entries, such as charges, warrants, judicial orders, probation and prohibition orders - Findings of guilt under the <i>Youth Criminal Justice Act</i> (YCJA) within the applicable disclosure period - Absolute and Conditional Discharges (for 1 or 3 years respectively) - Dispositions of not criminally responsible by reason of mental disorder - Where it meets the exceptional disclosure assessment, non-conviction dispositions including, but not limited to, withdrawn and dismissed charges. - Record suspensions (formerly known as pardons) as authorized for release by the Minister of Public Safety 					
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)**					
NOTE: Extra copies cannot be obtained for Police Vulnerable Sector Checks					

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.

Description of the paid or volunteer position:

Name of the person or organization:

Details regarding the responsibilities towards the children or vulnerable sector:

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 record suspension (formerly known as a pardon) for any of the sexual offences that are listed in the schedule of the Criminal Records Act. I understand, 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 of the Criminal Records Act in respect of which a record suspension (formerly known as 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 service or other authorized body. That police service 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.

Applicants Signature and Date:

1. I hereby release and discharge the LaSalle 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 LaSalle Police Service. I hereby authorize the LaSalle Police Service to inquire into and disclose the results of any police records check 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 and Date:

OFFICE PERSONNEL ONLY

Identification Shown Select and Initial:

<input type="checkbox"/>	Valid Driver's Licence	<input type="checkbox"/>	Student Card (with photo)
<input type="checkbox"/>	Citizenship Documents	<input type="checkbox"/>	Valid Passport
<input type="checkbox"/>	Birth Certificate	<input type="checkbox"/>	Native Status Card
<input type="checkbox"/>	Immigration Documents / Permanent Residence Card	<input type="checkbox"/>	Employment ID (with photo)
<input type="checkbox"/>	Marriage Certificate	<input type="checkbox"/>	Ontario Health Card VIEW only
<input type="checkbox"/>	Ontario Photo Card	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Possession and Acquisition Licence	<input type="checkbox"/>	Other (specify):

Clerk ID:

Date Received:

Fee:

Paid by:



LASALLE POLICE SERVICE POLICE VULNERABLE SECTOR CHECK

Last Name:	First Name:	Middle Name:
Maiden Name or Other Surnames used:		
Number and Street Name:		Apt/Unit #:
City:	Province:	Postal Code:
Date of Birth (YYYY-MM-DD):		
This Vulnerable Sector Check is intended for the following agency only:		

The Police Vulnerable Sector Check will include the following information as the record exists on the date of the search:

- Criminal convictions from CPIC and/or local databases
- Summary convictions (previous 5 years) when identified
- Outstanding entries, such as charges and warrants, judicial orders, probation and prohibition orders
- Absolute and Conditional Discharges (for 1 or 3 years respectively)
- Where it meets the exceptional disclosure assessment, non-conviction dispositions including but not limited to withdrawn and dismissed charges
- Dispositions of not criminally responsible by reason of mental disorder
- Record Suspensions (formerly known as pardons) as authorized for release by the Minister of Public Safety
- This search was conducted on Canadian police databases only

RESULTS: UNIT 1

1	<input type="checkbox"/>	NEGATIVE <i>(not confirmed by prints)</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, did NOT identify any records with the name(s) and date of birth of the applicant that may be disclosed in accordance with federal laws. 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"/>	NEGATIVE <i>(confirmed by prints)</i>	Based on the fingerprints, name(s), and date of birth provided by the applicant, a search of the RCMP National Repository of Criminal Records, did NOT identify any records associated with the applicant that may be disclosed in accordance with federal laws. 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"/>	CONFIRMATION OF A CRIMINAL RECORD <i>(not confirmed by prints)</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 that can be disclosed in accordance with federal laws. 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.
4	<input type="checkbox"/>	CONFIRMATION OF A CRIMINAL RECORD <i>(confirmed by prints)</i>	Based on the fingerprints, name(s), and date of birth provided by the applicant, a search of the RCMP National Repository of Criminal Records identified that the fingerprints provided by the applicant were certified as identical to fingerprints registered under a criminal FPS Number and the record can be disclosed in accordance with federal laws. 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.

INVESTIGATIVE DATABANK AND/OR LOCAL INDICES RESULTS: UNIT 2

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

SUSPENDED SEX OFFENDER RECORDS ONLY: UNIT 3

6	<input type="checkbox"/>	A search of suspended sex offender records was conducted. No information to release	
	<input type="checkbox"/>	A search of suspended sex offender records was conducted. Information authorized for release.	
	<input type="checkbox"/>	A search of suspended sex offender records was not conducted due to the age of the applicant (e.g. persons under the age of 22)	

POLICE SEAL

Date of Search:	Clerk:	NOT VALID UNLESS EMBOSSED BY POLICE SERVICE SEAL
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