



**Brantford  
Police  
Service**

**POLICE CRIMINAL RECORD CHECK  
POLICE INFORMATION CHECK**

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

**UNIT 1. THIS SECTION TO BE COMPLETED BY APPLICANT – PLEASE PRINT LEGIBLY UNDER EACH HEADING**

<b>THIS IS YOUR MAILING LABEL (PLEASE PRINT CLEARLY)</b>			DATE OF BIRTH (YY/MM/DD)	
LAST NAME	FIRST NAME	MIDDLE NAME	OTHER FIRST NAME USED	
STREET (NUMBER AND NAME)		APT/UNIT#	MAIDEN NAME OR OTHER SURNAMES USED	
CITY	PROVINCE	POSTAL CODE	PLACE OF BIRTH	GENDER
TELEPHONE (RESIDENTIAL) ( )		CELL PHONE ( )	DRIVER'S LICENCE NUMBER	
<b>5 Year Address History</b> – Complete if address differs from mailing address and / or if you resided OUTSIDE of the region in the past 5 years Street Name and # (please state below)				
	Apt/Unit	City	Province	Number of Years
<b>REASON FOR REQUEST</b>			<b>SELF DECLARATION (IF APPLICABLE)</b>	
VOLUNTEER	EMPLOYMENT	OTHER (IF OTHER PLEASE SPECIFY)	DECLARATION OF CRIMINAL RECORD ATTACHED YES NO	
I hereby certify the information provided above is true and correct to the best of my knowledge and belief. I hereby authorize the Brantford Police Service to conduct such searches as are deemed necessary to obtain the information required to complete this records check and disclose such information to me.				
Applicant's Signature X _____			DATE OF REQUEST (YY/MM/DD)	

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

- (a) Criminal convictions from CPIC and/or local databases and Summary convictions from local databases,
- (b) Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period.

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

- (a) Items (a) and (b) listed above as well as;
- (b) Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders, and
- (c) Absolute and conditional discharges.

**UNIT 2. POLICE USE ONLY**

**1. CRIMINAL DISPOSITION**

NEGATIVE <b>Fingerprints not Checked</b>	Based solely on the name(s) and date of birth provided, a search of the RCMP National Repository of Criminal Records <b>did NOT identify any records</b> with the name(s) and date of birth of the applicant. <b>Positive confirmation a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison.</b> 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.
NEGATIVE <b>Fingerprints Checked</b>	Based on the fingerprints, name(s), and date of birth submitted by the applicant, this message certifies a search of the RCMP National Repository of Criminal Records <b>did NOT identify any records.</b> 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.
CRIMINAL DISPOSITIONS <b>Fingerprint Based</b> <b>Name Based</b> <b>See attached Page(s)</b>	Based on the fingerprints and/or name(s), and date of birth submitted by the applicant, this message certifies a search of the RCMP National Repository of Criminal Records identified the fingerprints submitted by the applicant <b>were certified as identical to fingerprints registered under a known criminal FPS Number.</b> 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. <b>Note:</b> This box can also be checked if the applicant has local summary convictions not confirmed by fingerprints.

**2. INVESTIGATIVE DATABANK AND LOCAL INDICES**

No information was revealed that can be disclosed in accordance with federal laws and RCMP policies. <b>Supplementary Information - see attached page(s) for details</b>	<b>Date Fingerprinted</b> (YY/MM/DD)	<b>Date of Search</b> (YY/MM/DD)	
<b>Mail</b> <b>Pick Up</b>	<b>Queried by</b>	<b>Completed by</b>	
		<b>Number of Pages</b>	

# SCREENING INSTRUCTIONS – POLICE CRIMINAL RECORD CHECK & POLICE INFORMATION CHECK

## The Police Criminal Record Check WILL NOT include:

- (a) Outstanding entries, such as charges and warrants,
- (b) Absolute and conditional discharges,
- (c) Current judicial orders, including Peace Bonds, Probation and Prohibition orders under the Criminal Code of Canada,
- (d) Convictions where a record suspension has been granted,
- (e) Convictions under provincial statutes,
- (f) Local police contact,
- (g) Ministry of Transportation information (PARIS),
- (h) Special Interest Police (SIP) category of CPIC,
- (i) Family Court Restraining Orders,
- (j) Foreign information,
- (k) A Vulnerable Sector (VS) Query to ascertain if the applicant has been convicted of and granted a record suspension for any of the sexual offences that are listed in the schedule to the Criminal Records Act (CRA),
- (l) Any reference to incidents involving mental health contact,
- (m) Diversions,
- (n) Youth Criminal Justice Act (YCJA) information beyond applicable disclosure period,
- (o) Any reference to contagious diseases, and
- (p) Dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder.

## The Police Information Check WILL NOT include:

- (a) Items (d) to (p) listed above.

The search includes national and local databases. The possible existence of criminal convictions will be considered for release.

## PROCEDURE

1. This form must not be altered. Unauthorized altering of the form is not permitted and may result in criminal charges.
2. Two pieces of identification are required. One piece of identification must be government issued and include: **your name, date of birth, signature, and photograph**. If you are unable to produce satisfactory identification you will be required to submit fingerprints (additional costs may apply). The following is a list of items considered acceptable forms of identification.

<p><b>Photo Identification:</b> which provides photo and both the name and date of birth of an individual:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Driver's Licence</li><li><input type="checkbox"/> Passport</li><li><input type="checkbox"/> Age of Majority Card</li><li><input type="checkbox"/> Canadian Citizenship Card</li><li><input type="checkbox"/> Firearms Licence (FAC, PAL or POL)</li><li><input type="checkbox"/> Free And Secure Trade (FAST) Card</li><li><input type="checkbox"/> Government Employment Card</li><li><input type="checkbox"/> Health Card</li><li><input type="checkbox"/> Immigration Papers with Photo</li><li><input type="checkbox"/> Indian Status Card</li><li><input type="checkbox"/> Military Employment Card</li><li><input type="checkbox"/> NEXUS Card</li><li><input type="checkbox"/> Ontario Photo Card</li><li><input type="checkbox"/> Permanent Resident Card</li><li><input type="checkbox"/> Student Card</li></ul>	<p><b>Non-Photo Identification:</b> which provides both the name and date of birth of an individual:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Birth Certificate</li><li><input type="checkbox"/> Baptismal Certificate</li><li><input type="checkbox"/> Canadian Blood Donor Card</li><li><input type="checkbox"/> Fishing Licence</li><li><input type="checkbox"/> Hospital Card</li><li><input type="checkbox"/> Hunting Licence</li><li><input type="checkbox"/> Immigration Papers</li><li><input type="checkbox"/> Outdoors Card</li></ul> <ul style="list-style-type: none"><li>• Recent Utility Bill required to verify current Brantford address if no driver's licence is available.</li><li>• People under 16 can provide school ID, bus pass and/or their parent can provide verification.</li></ul>
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3. If your name and date of birth matches a person with convictions you may be required to submit fingerprints in order to proceed with this application. Additional fingerprinting fees may apply.

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act, s.28(2), s.32(b) and the Police Services Act, s.41 for the purpose of processing this record check. Questions concerning this collection can be directed to the Brantford Police Service, Records Branch.

Please visit our Website at [www.brantfordpolice.ca](http://www.brantfordpolice.ca) or call 519-756-7050 ext. 3336 for more information.