

CONSENT FOR THE RELEASE OF POLICE INFORMATION

Completion Instructions

Notes:

- In order to complete a Vulnerable Sector Verification, form WPS002CR must be completed and attached to this form.
- In order to declare offences for the purposes of confirmation, form WPS003CR must be completed and attached to this form. A declaration for the purpose of obtaining a list of criminal convictions must only be performed by the applicant's police agency of local jurisdiction. This process is not available at police agencies that have the ability to submit fingerprints electronically and to receive electronic responses.

Police Information Check – Supplementary Information for the Individual

When applying for a Police Information Check, you must sign an informed consent. Signing this consent signifies that you understand each of the information sources the police or other authorized bodies will check. The purpose of this document is to provide you with that understanding.

There are two sources of information that comprise what is referred to as police information. Subject to your consent, these two sources of information are searched to determine if they contain personal information that relates to you and which may be disclosed in accordance with applicable laws:

1. Records in the Investigative and Intelligence data banks contributed by Canadian police agencies to the Canadian Police Information Centre (CPIC) system.
2. Local police information contained in local agency Occurrence Records Management System(s).

Important – Informed Consent (provided by the individual)

As an individual providing informed consent to having these sources of police information reviewed and disclosed, it is important that you understand the nature of the information that may be contained in them. By agreeing to allow your personal information to be disclosed to a prospective employer or organization, you acknowledge that you understand that your suitability could be determined based on the information disclosed. The suitability criteria are established and controlled by the employer or the organization, not by the police agency or authorized body conducting the checks. The police agency or authorized body is not involved with, or responsible for, decisions that are made by the employer or organization.

Criminal Record

Canada's National Repository of Criminal Records is maintained by the Royal Canadian Mounted Police. In Canada, a criminal record is created and maintained through the submission of an individual's criminal fingerprints collected using ink-rolled impressions or electronic scanning. Creating a criminal record involves the submission of an initial set of prints of an individual charged with an offence. Updating this criminal record involves submitting fingerprints of the individual each subsequent time they are charged with an offence. These prints are used to verify the individual's identity against the existing records in the RCMP National Repository of Criminal Records. Once determined by the courts, the disposition (outcome of the charge) is recorded on the fingerprint form and forwarded to the RCMP National Repository of Criminal Records. The release of criminal record information maintained by the RCMP is governed by federal laws and the *Ministerial Directive Concerning the Release of Criminal Record Information by the Royal Canadian Mounted Police*.

A Certified Criminal Record is defined as the summary of an individual's offence convictions and non-convictions (where authorized) that are releasable in accordance with federal laws based on the results of a Fingerprint-based Criminal Record Verification.

If your fingerprints have never been taken in relation to an arrest and/or charge process, then you do not have a record in the National Repository for Criminal Records maintained by the RCMP. If, however, you do have a criminal record, but were not fingerprinted for all of your subsequent charges and/or convictions, your criminal record will not fully portray the history of your police involvement.

Adults 18 Years of Age or Over

The following is an important aspect of criminal records that adults should understand when applying for a Police or Criminal Records Check:

Record Suspensions

An adult individual who has a criminal record may make an application to the Parole Board of Canada to receive a Record Suspension (Pardon) for one or more convictions. At the completion of a successful Record Suspension application process, all references to the conviction(s) on the criminal record as maintained by the RCMP for which a Record Suspension has been granted are sealed and are no longer available to police agencies or any individual other than the subject of the record. Disclosure of a pardoned offence is only possible with the consent of the Minister of Public Safety for Canada.

A Record Suspension (Pardon) does not erase a conviction. It does not allow a person to say that they do not have a criminal record. An individual who has received a Record Suspension, when asked, should respond: "Yes, I have been convicted of a criminal record offence for which I have received a Record Suspension."

Due to the sensitivity of this process, only police agencies or other authorized bodies as determined by a provincial or territorial public safety minister may process system responses that are generated by Vulnerable Sector Verifications.

Offences Committed as a Youth

The *Youth Criminal Justice Act* restricts the use of information related to charges for offences that were committed as young persons (below the age of 18). Information related to these charges may only be disclosed upon your signed authorization and when it is required by Federal, Provincial, or Municipal law, for the purposes of employment or volunteer services with these agencies.

Two exceptions to this are:

1. When the young person was sentenced as an adult.
2. When an individual is sentenced as an adult prior to the young person charges being sealed. In these cases, section 119 of the *Youth Criminal Justice Act* states that the youth charges are subject to the same disclosure rules as adult convictions.

Investigative and Intelligence Information contained in CPIC

Police agencies in Canada use CPIC to share information on persons, property, vehicles, and marine vessels in support of law enforcement activities. A record that is added to CPIC belongs to the police agency that added the record. The contributing agency's permission is required in order to use its record(s) to support an investigation or to use as a basis for a decision. Examples of records pertaining to individuals include persons who are wanted, persons who are on probation or subject to a court order, and persons who are charged with offences currently before the court. The disclosure and use of this information as part of a police information check will be governed by the laws that apply to the police agency holding the record.

The existence of these types of records in relation to an individual does not establish that the individual has a criminal record. Records indicating that an individual has been charged with a criminal offence may mean that the individual has a criminal record; however, this is subject to the verification of the National Repository of Criminal Records maintained by the RCMP by means of the agency that entered the information on CPIC.

RCMP National Repository of Criminal Records

The RCMP National Repository of Criminal Records is Canada's repository for criminal records relating to individuals who have been charged with indictable and/or hybrid offences. Since the *Identification of Criminals Act* only allows the taking of fingerprints in relation to indictable or hybrid offences, the RCMP's National Repository of Criminal Records is fingerprint-based and only contains information relating to these two categories of offences. Summary offences are included in the national repository if submitted to the RCMP as part of an occurrence involving an indictable or hybrid offence. Note: with the exception of "young person" indictable or hybrid offence convictions, police agencies are not required by law to report offences to the RCMP. Therefore, a search of local police records may reveal criminal record information that has not been reported to the RCMP.

Local Police Information

Local police information involves non-criminal entries where police respond to a call or complaint. This investigative activity is normally recorded in the police agency's Occurrence Records Management System. Information that is disclosed on the application for a police information check involving local police records systems includes any adverse information (i.e. peace bond) where the individual is identified as having negative contact with the police. Adverse information is defined as an occurrence in which the applicant is the subject of a founded or substantiated complaint relating to a provincial or federal offence: a bona fide suspect, charged with a provincial or federal offence whether acquitted or convicted. Adverse information does not include a file where the applicant is only considered a "victim" or a "witness". The disclosure and use of this information as part of a police information check will be governed by the laws that apply to the police agency holding the record. Many jurisdictions have laws that pertain to the use and disclosure of personal information related to an individual's mental health. It is the responsibility of the police agency to apply those laws.

The existence of these types of local police records in relation to an individual does not establish that the individual has a criminal record. Local police records indicating that an individual has been charged with a criminal offence may mean that the individual has a criminal record; however, this is subject to verification by means of the National Repository of Criminal Records maintained by the RCMP.

Firearms Interest Police (FIP) Records

In some cases, a local police agency may hold records that are relevant to the employment and volunteer screening of an individual. Police agencies may access FIP on CPIC to query records held by other local police agencies that may be relevant to the security screening process. If a police agency queries FIP and identifies any record held by another police service, that is possibly associated with the individual, the police agency will contact the police service to determine if the record(s) is relevant to the screening process.

Types of Record Checks

When completing Part 3 of this form, please verify with your hiring organization which types of record check must be performed.

CONSENT FOR THE RELEASE OF POLICE INFORMATION

This form does not authorize a Vulnerable Sector Verification.

WPS002CR must be completed for Vulnerable Sector Verifications and attached to this form.

Part 1 – Applicant Background Information – Completed by Applicant

- Include all applicable given names, family name (surname), maiden name, and any names that were changed in accordance with a legal name change.
- Provide all previous addresses for the past 5 years if different from your current address. Attach additional addresses on a separate page, if necessary.

Last Name	Given Name (1)	Given Name (2)	Given Name (3)
Maiden Name	Other Names (legally changed)	Usual First Name or Alias	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (yyyy-mm-dd)	Place of Birth	Telephone (home)	Telephone (cell)
Current Address	City	Province	Postal Code
Previous Address 1:	City	Province	Postal Code
Previous Address 2:	City	Province	Postal Code
Previous Address 3:	City	Province	Postal Code

Part 2 – Applicant Identity Verification – To Be Completed and Signed by Police Personnel

Primary identity document (Note: this document must be government-issued and include the applicant's name, date of birth, signature and photo)	Police Agency Stamp
Identification Number <input type="checkbox"/> See attached photocopy	
Secondary identity document (Note: this document must meet the satisfaction of the police service conducting the record check(s)).	
Identification Number <input type="checkbox"/> See attached photocopy	
Verifier's name (print)	
Verifier's title (print)	

Part 2 - Consent

Important – Informed Consent (Provided by the Applicant)

As an individual providing informed consent to have these sources of police information reviewed and disclosed, it is important that you understand the nature of the information that may be contained in them. By agreeing to allow your personal information to be disclosed to a prospective employer or organization, you acknowledge that you understand that your suitability could be determined based on the information disclosed. The suitability criteria are established and controlled by the employer or the organization – not the police agency or authorized body conducting the checks. The police agency or authorized body is not involved with, or responsible for, decisions that are made by the employer or organization.

Statement of Consent: I consent to a search of all records and information available at the time the search is conducted, including non-conviction information, charges before the courts, findings of guilt or convictions and court orders registered in my name in the National Repository of Criminal Records and local records available to the police service. I understand that if information or a possible record exists, it will not be disclosed until identification has been confirmed either by myself or by fingerprints.

I am releasing any police service, their members, employees, and agents from any claim for damages, loss, or injury which may be sustained to me from the disclosure of the police information to which I consented.

Dated this _____ day of _____ 20____ Signature: X

Record Check will be picked up in person by the Applicant, or

Identify of the individual who should receive the results of the Record Check (Identity Verification Required on Pick-up):

Name of Person:	Address:	
City	Province	Postal Code

Waiver for Consent of Release of Information to Third Party:

I consent to the release of any and all information from available records to the authorized person noted above.

Dated this _____ day of _____ 20____ Signature: X

Part 3 – Type of Record Check(s) Required – Completed by Applicant (selected and initialed)

NOTE:

- Access to the data bank of the National Crime Information Centre (NCIC) or INTERPOL data bank system is not permitted when conducting a CRIMINAL RECORD VERIFICATION or VULNERABLE SECTOR VERIFICATION.

INSTRUCTIONS:

When completing this part of the form, please verify with your hiring organization which type of record check must be performed.

1	_____ Initials	<p>Name-Based Criminal Record Check</p> <p><i>Initial here if requesting a Name-Based Criminal Record Check</i></p>	<p>A query, based on name and date of birth, of active criminal files in the RCMP National Repository of Criminal Records. Used to determine the possible existence of a criminal record. Generally used as a preliminary search only to determine if a Fingerprint-Based Criminal Record Check may be required. The query may also include a search of court records and a query of records management systems in other police agencies' jurisdictions through the Police Information Portal (PIP) or other data sharing systems.</p>
2	_____ Initials	<p>Fingerprint-Based Criminal Record Check</p> <p><i>Initial here if requesting a Fingerprint-Based Criminal Record Check</i></p>	<p>A fingerprint-based search of the RCMP's national repository of fingerprints and criminal record information. The results of the search will produce a document that includes criminal record information where the identity of the applicant has been verified by fingerprints.</p>
3	_____ Initials <input type="checkbox"/> Vulnerable Sector Application (WPS002CR) is attached.	<p>Vulnerable Sector Check</p> <p><i>Initial here if requesting a Vulnerable Sector Check</i></p>	<p>A Vulnerable Sector Check is the most comprehensive type of check. It includes a query based on name and date of birth of a local police agency's records management system, commonly referred to as a local indices check, in addition to queries of CPIC Identification, Investigative, and Intelligence Data Banks. The query may also include a search of court records and a query of records management systems in other police agencies' jurisdictions through the Police Information Portal (PIP) or other data sharing systems.</p>
4	_____ Initials	<p>Declaration of Criminal Record</p> <p><i>Initial here if requesting a Declaration of Criminal Record</i></p>	<p>This will result in the Winkler Police Service providing a list of all the criminal convictions and related information that are included on the criminal record on CPIC. This may only be provided by the police agency where the applicant lives.</p> <p><input type="checkbox"/> Declaration of Criminal Convictions (WPS003CR) is attached.</p>

The personal information on this form will be collected and shared for the purposes outlined in Section 36-47 of the Freedom of Information and Protection of Privacy (FIPP) Act and for other legal requirements, where they are consistent with the FIPP Act.