



STRATFORD POLICE SERVICE – CRIMINAL RECORD CHECK

(This search is **NOT** intended for persons working with the vulnerable sector)

UNIT 1. TO BE COMPLETED BY APPLICANT	Mailing Address - Must Print Legibly Under Each Heading					Date of Request ____/____/____ yyyy mmm dd			
	Last Name		First Name		Middle Name				
	# and Street Name			Apt/Unit #		Maiden Name or Other Surnames Used		Other First Names	
	City		Province		Postal Code		Date of Birth ____/____/____ yyyy mmm dd	Place of Birth	Gender
	Reason for Request (state below)					Self-Declaration (if applicable)			
	Reason (volunteer, employment, or other – if other, please specify)					Declaration of Criminal Record Attached <input type="checkbox"/> YES <input type="checkbox"/> NO			
	Extra copy (Additional Fee May Apply)			Reason for each copy requested					
	5 Year Address History – Complete if address differs from mailing address and/or if you resided OUTSIDE of the region in the past five years								
	Street Name and # (please state below)		Apt/Unit #		City		Province	# of Years	
Contact Information				Identification					
Residence Phone		Cell Phone		Identification Type and #					
<p>The Police Criminal Record Check will include the following information as the record exists on the date of the search:</p> <ul style="list-style-type: none"> • Criminal convictions (summary and indictable) from CPIC and/or local databases. • Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period. <p>The Police Criminal Record Check will not include:</p> <ul style="list-style-type: none"> <li style="width: 33%;">- Outstanding entries, such as charges and warrants <li style="width: 33%;">- Absolute and conditional discharges <li style="width: 33%;">- Convictions sealed by a Record Suspension <li style="width: 33%;">- Convictions under provincial statutes <li style="width: 33%;">- Local police contact <li style="width: 33%;">- Family Court Restraining Orders <li style="width: 33%;">- Foreign country information <li style="width: 33%;">- Current judicial orders <li style="width: 33%;">- Expired Young Offender records <li style="width: 33%;">- A Vulnerable Sector Verification search of Record Suspended sex offences 									
I hereby certify that the information provided above is true and correct to the best of my knowledge and belief. I hereby authorize the Stratford Police Service to conduct such searches as are deemed necessary to obtain the information required to complete this search and disclose such information to me.									
Applicant's Signature X _____									

UNIT 2. POLICE USE ONLY

RESULTS FOR NAME-BASED CRIMINAL RECORD VERIFICATION

1	<input type="checkbox"/>	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 with the name(s) and date of birth of the applicant. 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"/>	INCOMPLETE FINGERPRINTS REQUIRED	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. Positive identification that a criminal record does or does not exist requires the applicant to SUBMIT FINGERPRINTS to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company. 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"/>	POSSIBLE MATCH <i>(See attached page For details)</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. 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.				
Information Verified by		Fee Collected		Receipt #
Date of Search	Searched by	Date Completed	Completed by	NOT VALID UNLESS EMBOSSED BY POLICE SERVICE SEAL

Personal information contained on this form is collected pursuant to the Police Services Act, s.41 and is collected for the purpose of processing this police record check. Questions concerning this collection should be directed to Records Clerk, 17 George St. W. Stratford, Ontario N5A 7V4 (519-271-4147 ext. 236)

SCREENING INSTRUCTIONS – POLICE CRIMINAL RECORD CHECK

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. The applicant **must** produce two pieces of appropriate identification that confirm their **name, date of birth and address**. One piece of identification presented must include a **photo**. *Health Card Numbers cannot be recorded for identification purposes but may be viewed if volunteered; no unauthorized use or disclosure of the Health Card is permitted.* The following is a list of items considered acceptable forms of identification:

<p>Photo Identification: which provides photo and both the name and date of birth of an individual:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Driver's Licence <input type="checkbox"/> Passport <input type="checkbox"/> Age of Majority Card <input type="checkbox"/> Canadian Citizenship Card <input type="checkbox"/> Firearms Licence (FAC, PAL or POL) <input type="checkbox"/> Free And Secure Trade (FAST) Card <input type="checkbox"/> Government Employment Card <input type="checkbox"/> Health Card (Viewed Only) <input type="checkbox"/> Immigration Papers with Photo <input type="checkbox"/> Indian Status Card <input type="checkbox"/> Military Employment Card <input type="checkbox"/> NEXUS Card <input type="checkbox"/> Ontario Photo Card <input type="checkbox"/> Permanent Resident Card <input type="checkbox"/> Student Card 	<p>Non-Photo Identification: which provides both the name and date of birth of an individual:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Baptismal Certificate <input type="checkbox"/> Canadian Blood Donor Card <input type="checkbox"/> Fishing Licence <input type="checkbox"/> Hospital Card <input type="checkbox"/> Hunting Licence <input type="checkbox"/> Immigration Papers <input type="checkbox"/> Outdoors Card • Recent Utility Bill required to verify current Stratford address if no driver's licence is available. • People under 16 can provide school ID, Library Card or their parent can provide verification.
---	--

3. If your name and date of birth matches a person with convictions and you have disclosed your convictions you will not be required to submit fingerprints. However, if you do not agree with your record, in order to proceed with this application fingerprints will be required. Additional fingerprinting fees may apply. If you refuse to submit fingerprints then your records check will be flagged "Incomplete".

Personal information is collected on this form 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 Records Clerk, 519-271-4147 ext. 236.

Please visit our Website at www.stratfordpolice.com or call 519-271-4147 ext. 236 for more information.