

# Applicant instructions for completing the Canada Criminal Record Verification Informed Consent Form

## General Information

Both pages will need to be completed in full.

Typed signatures are not accepted, but digital or electronic signatures are.

Applicant's signature on consent form needs to match signature on ID.

## Completing the form

Complete every section (except for section B that is already filled out).

### FIRST PAGE:

**Section A. Personal Information** – Applicant must provide all personal information including 5-year address history. At least one address needs to be a Canadian address.

**\*If you do not have a Canadian Address please contact your representative with the company that has sent you this request.**

**Section B. Reason for the Criminal Record Verification** – skip this section

**Section C. Informed Consent**

- Box for "CPIC Investigative Data Bank" and "Police Information Portal (PIP)" should stay checked, **leave box for "Other" blank**

- Enter company name and location

- Applicant must sign, date, and write name of the city/province/territory where the document was signed. Applicant's signature needs to match signature on ID.

**Section D. Identification Verification** – To be completed by a person who saw/witnessed the applicant's IDs. That person must write their name, sign, and enter the two types of IDs they viewed. Signature may be electronic, but typed signature is not acceptable. IDs could be verified by anyone that is not a family member or close friend (for

**SECOND PAGE:** example HR personal, bank employee, notary etc.).

Applicant must write their name, DOB, declare all convictions, sign, and date. Signature may be electronic, but typed signature is not acceptable. Again, the signature must match the signature on ID.

## Identification documents

Must provide at least two valid (not expired) copies of identification. One of them needs to be government issued and must include the applicant's photo, name, and date of birth. ID's must be verified by the witness who will complete section D of the consent form.

\*Please upload the form once it has been fully completed. If you are unable to upload for any reason, please return both pages of the completed document to the representative that provided them to you.\*

## Acceptable forms of identification:

**Photo Identification:** must include the applicant's photo, name, and date of birth.

- Driver's License (issued by Canadian province or territory) or Nexus Card
- Foreign Driver's License

- Government Employment Card
- Military Employment Card
- Age of Majority Card
- Canadian Citizenship Card
- Indian Status Card
- International Student Card
- Passport, Canadian or foreign
- Permanent Resident Card
- Possession and Acquisition License (PAL)
- Canadian National Institute for the Blind Card (CNIB)

**Non-Photo Identification:** must include the applicant's name and date of birth.

The secondary identification can also be from the above list, or any one of the following:

- Birth Certificate
- Baptismal Certificate
- Hunting License
- Fishing License
- Outdoors Card
- Hospital Card
- Immigration Papers
- Canadian Blood Donor Card (only if date of birth indicated)

**CRIMINAL RECORD VERIFICATION  
Informed Consent Form**

A. Personal Information					
Surname (last name):		Given name(s):		Middle Name(s):	
Surname (last name) at birth:			Former name(s):		
Place of birth (City, Province/State, Country):					
Date of birth (YYYY-MM-DD):			Sex (check one) <input type="checkbox"/> Female <input type="checkbox"/> Male		
Phone number(s):			Email address:		
Current Home Address					
_____	_____	_____	_____	_____	_____
Number	Street	Apartment	City	Province/Territory/State	Postal/Zip
Previous Address(es) Within the Last 5 Years (attach additional page if necessary)					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
B. Reason for the Criminal Record Verification					
Reason for Request (example Employment- Employer - Job Title): <b>Employment</b>					
Organization Requesting Search: <b>ISB Canada</b>					
Contact Name: Jennifer Corbett			Contact Phone Number: 905-875-6828		
C. Informed Consent					
<p><b>SEARCH AUTHORIZATION</b> - I HEREBY CONSENT TO THE SEARCH OF the RCMP National Repository of Criminal Records based on the name(s), date of birth and where used, the declared criminal record history provided by myself. I understand that this verification of the National Repository of Criminal Records is not being confirmed by fingerprint comparison which is the only true means by which to confirm if a criminal record exists in the National Repository of Criminal Records.</p>					
<p>POLICE INFORMATION SYSTEM(S)-1 HEREBY CONSENT TO THE SEARCH OF police information systems, as part of a Police Information Check, which will consist of a search of the following systems (check applicable):</p> <p><input checked="" type="checkbox"/> CPIC Investigative Data Bank <input checked="" type="checkbox"/> Police Information Portal (PIP)</p> <p><input type="checkbox"/> OTHER:</p>					
<p><b>AUTHORIZATION AND WAIVER</b> to provide a confirmation of criminal record or any police information.</p> <p>I certify that the information set out by me in this application is true and correct to the best of my ability. I consent to the release of the results of the criminal record checks to _____, located in _____</p> <p>Company Name City and Country</p> <p>I hereby release and forever discharge all members and employees of the processing Police Service and the Royal Canadian Mounted Police 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 _____</p> <p>_Brockville/Brantford/Cobourg Police Services_ to <u>ISB Canada</u>, <u>Milton, ON</u></p> <p>Name of Processing Police Service Company Name City and Country</p>					
Signature of Applicant			Date		Signed at
			Year	Month	Day
			City		
			Province/Territory		
D. Identification Verification					
			<input type="checkbox"/> Electronic Identity Verification		
Witnessing Agent's Name:			Identification Verified:		
Witnessing Agent's Signature			Type of Photo ID Viewed (Government Issued) & Secondary ID		

Name and location of the company where information will be stored in Canada: ISB Canada, Milton, ON

**\*\*Information related to this criminal record check is collected, retained and disclosed in accordance with applicable privacy legislation.\*\***

**CRIMINAL RECORD VERIFICATION  
Informed Consent Form**

**Declaration of Criminal Record**

*This form is required to be filled out and attached to your Informed Consent Form for a Criminal Record Verification.*

Surname (last name) \_\_\_\_\_ Given name(s) \_\_\_\_\_ Date of Birth \_\_\_\_\_

YYYY-MM-DD

Information is collected and disclosed in accordance with federal, provincial and municipal laws.

A Declaration of Criminal Record does not constitute a Certified Criminal Record by the RCMP and may not contain all criminal record convictions.

Applicants must declare all convictions for offences under Canadian federal law.

Do not declare the following:

- A conviction for which you have received a Record Suspension (formerly pardon) in accordance with the *Criminal Records Act*;
- A conviction where you were a "young person" under the *Youth Criminal Justice Act*;
- An Absolute or Conditional Discharge, pursuant to section 730 of the *Criminal Code*;
- An offence for which you were not convicted;
- Any provincial or municipal offence, and;
- Any charges dealt with out side of Canada.

**Note that a Certified Criminal Record can only be issued based on the submission of fingerprints to the RCMP National Repository of Criminal Record.**

<b>Offence</b>	<b>Date of Sentence</b>	<b>Court Location</b>

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
Date (YYYY-MM-DD)

Verified By:

Cobourg Police Services  
Name of Police Agency Employee