Appendix B ï
Criminal Records Check

Criminal Record Check

To: Chief of Police, or NCO i/c RCMP

I am applying for a position of trust with the organization/department identified below. A criminal record check for criminal convictions and outstanding charges is required before my application can be considered.

Name of Organization/Department: _____ Program: _____

❑ Board Member ❑ Employee: Position _____ ❑ Volunteer

Contact person: _____ Phone: _____

(see instructions on the reverse of this form)

(PLEASE PRINT)

A. PERSONAL INFORMATION FOR COMPLETION BY APPLICANT

Name _____

Last First Middle Other (if applicable)

(Under Other, show maiden name or any other name you have ever used)

Address: _____ _____ _____

Street City/Town Postal Code

Birth Date: _____/___/_____ Birth Place: _____ _____ _____

Year Month Day City Province/State Country

_____ Date:____/_____/_____

Applicant's Signature Year Month Day

B. RESULTS OF CHECK FOR COMPLETION BY THE POLICE (a photocopy will not be accepted)

A name check of police records reveals:

❑ No criminal record based on the information provided

❑ The following criminal convictions or outstanding charges: (attach record if lengthy)

_____

_____

_____

_____

_____

❑ A possible criminal record that is being verified by a fingerprint check.

_____ Date____/_____/_____

Signature, name and position of Officer Year Month Day

_____ _____

Dept Stamp Police Dept or RCMP Detachment

INSTRUCTIONS TO APPLICANT

1. A criminal record check is required before your application can be processed.

2. Complete Part A on the reverse side. Take this application to the local police if you live in a city or town policed by a municipal police service. If you live elsewhere, take it to your nearest RCMP detachment. Please sign and date this application in the presence of the police officer accepting it.

3. If the police:

   (a) are satisfied as to your identity, they will conduct a name search, and complete Section B. The police may require you to pay a fee for this service. Please forward the completed original application form and any other original information supplied by the police to the organization/department so that your application can be considered. A photocopy **will not** be accepted.

   (b) are not satisfied as to your identity, or if the check reveals a record, the police may require your fingerprints before the record can be released. Major city police services may verify the fingerprints at their headquarters. However, in most instances, the police will take your fingerprints and return the fingerprint form to you with an envelope addressed to:

   The Commissioner
   R.C.M. Police
   PO Box 8885
   OTTAWA, Ontario.
   K1G 3M8
   ATTENTION: Identification Services Directorate, Civil Section

4. Please mail the fingerprint form and send a certified cheque or money order payable to "The Receiver General of Canada" in the amount of $25.00 plus $1.75 GST to the RCMP to the above address, together with a postage prepaid envelope. This fee is in addition to any fee charged by the police for the initial check.

5. The RCMP will waive the processing fee for fingerprints if the applicant is applying for a volunteer position. The applicant must indicate the volunteer position directly on the fingerprint form before it is forwarded to the above address.

6. Please advise the organization/department if fingerprint verification is required, as this will delay processing your application from one to two months (or more).

7. The fingerprints will be compared to the central RCMP Criminal Record File, and the record, or letter indicating there is no record, and the fingerprint form will be returned to you. Please forward the completed original form and any other original information supplied by the police to the organization/department so that your application can be considered. A photocopy **will not** be accepted.

8. A criminal record will not automatically result in your application being denied. Your record will be discussed with you if it is relevant to the position to which you are applying.

9. A record check is only valid for six months.