



**OTTAWA POLICE SERVICE  
SERVICE DE POLICE D'OTTAWA**

*Working together for a safer community  
La sécurité de notre communauté, un travail d'équipe*

**CRIMINAL RECORDS CHECK**

**This search is not intended for individuals seeking a volunteer and/or employment position with children or vulnerable person(s).**

FORM #308/Rev. Feb 2009

**PRINT CLEARLY. THIS WILL BE USED TO MAIL YOUR FORM BACK TO YOU.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

< First Name, Middle Name, Surname  
< Unit/Number, Street  
< City, Province  
< Postal Code

**DATE OF REQUEST** (yy/mm/dd):        |        |

Reason for Request: \_\_\_\_\_ Verified by: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Other Names Used: \_\_\_\_\_ Date of Birth (yy/mm/dd):        |        |

Place of Birth: \_\_\_\_\_ Home Telephone Number: \_\_\_\_\_ Sex:        M        F

I hereby certify that the information provided above is true and correct to the best of my knowledge and belief. I hereby authorize the Ottawa Police Service to conduct such searches as are deemed necessary to obtain the information required to complete this Criminal Records Check and disclose such information to me.

SIGNATURE OF APPLICANT: \_\_\_\_\_

Signed this date: \_\_\_\_\_, 200\_\_\_\_\_

(BY APPLICANT)

**A Police Criminal Records Search may provide the following information obtained from the Canadian Police Information Centre (C.P.I.C)**

- Outstanding entries (i.e. charged & wanted persons)
- Records of criminal convictions, as the records exist on the date of search
- Findings of guilt where a pardon has not been granted

**VOID *without* Ottawa Police seal**

**FOR POLICE USE ONLY**

**This is to confirm that no criminal convictions nor outstanding charges have been found in the Canadian National Repository of Criminal Records as a result of a search based on the above name and date of birth. The search has not been confirmed by fingerprints.**

**This is to notify that there may be criminal convictions associated to the above name and date of birth, the existence of which can only be confirmed by the RCMP based on fingerprints.**

**This is to notify that there may be outstanding charges associated to the above name and date of birth.**

Date Completed (yy/mm/dd):        |        |

(BY POLICE)

Signed: \_\_\_\_\_

POLICE AUTHORIZING SIGNATURE

## SCREENING INSTRUCTIONS – CRIMINAL RECORDS CHECK

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

**Information is collected and disclosed according to section 29(1) and 32 of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and the *Police Services Act*, R.S.O. 1990,c.P.15**

This search does not cover the following areas: summary convictions, pardons, discharges, information contained in local police databases. The information contained on this certificate is accurate on the date issued.

**For more information, please visit our Web site at [ottawapolice.ca](http://ottawapolice.ca)**

### PROCEDURE

1. The ***Criminal Records Check Form*** must not be altered.
2. The applicant **must** produce two pieces of **valid (i.e. not expired)** identification that confirm his/her **name, date of birth and address**. One piece of identification presented must include a **photo**. Ontario Health Cards cannot be accepted for identification purposes (*Health Cards and Numbers Control Act*, 1991 section 2.2(1)). The following is a list of items that could be considered acceptable forms of identification.

#### Photo Identification:

which provides photo and both name and date of birth of an individual:

#### \*Driver's Licence

Government Employment Card

Military Employment Card

Age of Majority Card

Canadian Citizenship Card (up-to-date)

Indian Status Card

International Student Card

Passport

Permanent Resident Card

Possession and Acquisition Licence (PAL)

Canadian National Institute for Blind (CNIB)

\* Recent Utility Bill required to verify current Ottawa address if no Driver's Licence is available.

#### Non-Photo Identification:

which provides both the name and date of birth of an individual:

Birth Certificate

Baptismal Certificate

Hunting Licence

Fishing Licence

Outdoors Card

Hospital Card

Immigration Papers



3. In the case of a possible match, individuals who require a copy of their criminal record will have to be fingerprinted by a private fingerprinting agency listed below. The prints will be taken (for a fee) and it will then be the applicant's responsibility to send the fingerprints along with a certified cheque or money order in the amount of **\$25** (payable to the Receiver General of Canada) to the Royal Canadian Mounted Police, NCO i/c Civil Section, Identification Services, 1200 Vanier Parkway, Ottawa, Ontario, K1A 0R2. Results of the RCMP's search will be forwarded directly to the applicant by the RCMP. Two RCMP approved fingerprinting agencies are:

**International Fingerprinting Services Canada**  
[www.policecheck.com](http://www.policecheck.com)

**Commissionaires Fingerprinting Services**  
[www.commissionaires-ottawa.on.ca](http://www.commissionaires-ottawa.on.ca)

4. Criminal Records Checks are processed while you wait, for a \$40 service fee. A \$33 non-resident surcharge applies to applicants residing outside OPS jurisdiction.

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