



OTTAWA POLICE SERVICE
SERVICE DE POLICE D'OTTAWA
A Trusted Partner in Community Safety
Un partenaire fiable de la sécurité communautaire

CRIMINAL RECORDS CHECK

This search is **not** intended for individuals seeking a volunteer and/or employment position with children or vulnerable person(s).
 FORM #401/Rev. Aug 2016

APPLICANT INFORMATION

Date of Request	Request Number
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Last Name	First Name	
# and Street Name	Apt/Unit #	
City	Province	Postal Code

Middle Name	Other First Name(s)
Maiden Name or other Last Name	
# of Yrs/Mths	Telephone Number Where You Can Be Reached

Date of Birth	Place of Birth	Sex	Email
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REASON FOR REQUEST

Volunteer Employment Other:

I hereby release and discharge the Ottawa Police Service and all members and employees of the said service from any and all actions, claims and demands for damages, loss or injury whatsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the Police Service. I hereby authorize the Ottawa Police Service to inquire into and disclose the results of any police records indicating criminal convictions to me.

I certify that the information provided by me in this application is true and correct to the best of my knowledge and belief. I have read this consent, understand it and agree to it in its entirety.

Signed by Applicant: _____ Submitted this Date: _____
 YYYY/MM/DD

The Criminal Records Check will include the following information as the record exists on the date of the search:

- (a) Any criminal convictions from CPIC and/or local databases,
- (b) Summary convictions for five years, when identified and
- (c) Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period.

POLICE USE ONLY

RESULTS

This is to confirm that no criminal conviction results 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. As such, the accuracy/authenticity of this Criminal Record Check may only be valid to the extent that the search has not been confirmed by fingerprints and in so far as the record exists on the date and time of the search. 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.

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. As such, the accuracy/authenticity of this Criminal Record Check may only be valid to the extent that the search has not been confirmed by fingerprints and in so far as the record exists on the date and time of the search. 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.

Fingerprint Submission Required

Date Completed	Cadre Number	Completed by
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SCREENING INSTRUCTIONS – CRIMINAL RECORD CHECK

The search includes national databases. The possible existence of criminal conviction 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

For more information, please visit our web site at ottawapolice.ca

The Criminal Record Check WILL NOT include:

- (a) Outstanding entries, such as charges and warrants,
- (b) Absolute and conditional discharges,
- (c) Current judicial orders, including Peace Bonds, Probation and Prohibition orders under the Criminal Code of Canada,
- (d) Convictions where a record suspension has been granted,
- (e) Convictions under provincial statutes,
- (f) Local police contact,
- (g) Ministry of Transportation information (PARIS),
- (h) Special Interest Police (SIP) category of CPIC,
- (i) Family Court Restraining Orders,
- (j) Foreign information,
- (k) A Vulnerable Sector (VS) Query to ascertain if the applicant has been convicted of and granted a record suspension for any of the sexual offences that are listed in the schedule to the Criminal Records Act (CRA),
- (l) Any reference to incidents involving mental health contact,
- (m) Diversions,
- (n) Youth Criminal Justice Act (YCJA) information beyond applicable disclosure period,
- (o) Any reference to contagious diseases, and
- (p) Dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder.

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 **has had their** identification identified via the Ottawa Police e-Service web site using bank credentials and credit history. If the person requires in person identity verification, two (2) valid pieces of identification may be used and must include a **photo**. Health Cards cannot be requested for identification purposes but if volunteered, no unauthorized use or disclosure of the Health Card is permitted. For more information, please visit our Web site at ottawapolice.ca.
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 as listed at www.ottawapolice.ca

Information is collected and disclosed according to section 29(1) and 32 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

The decision to engage or hire staff is not made by the Ottawa Police Service. The responsibility lies entirely with representatives of the organization. The Ottawa Police Service makes no representation or warranty with respect to suitability or reliability of the individual. Ottawa Police Service makes no representation or guarantee regarding the accuracy, completeness or reliability of the results of the Criminal Record Check to the extent that such accuracy, completeness or reliability is related or dependent upon the accuracy, completeness, or reliability of the information provided on the date and time of the search. As such, this process should not solely be relied upon for screening and hiring practices.

A Record Check is a valuable screening tool, however, it is not a substitute for appropriate hiring or screening practices and overall corporate due diligence. It is up to the organization to take the information provided by the police or by the individual in question, and to make appropriate decisions about whether the information should exclude someone from a particular position or participation in their program.

**This completed form is approved by the Ottawa Police Service and may not be altered.
NOT VALID UNLESS THIS FORM IS EMBOSSSED WITH A PHYSICAL SEAL OR INCLUDES A VERIFIABLE DIGITAL SIGNATURE.**