



GREATER SUDBURY POLICE SERVICE

RECORD CHECK APPLICATION

Select ONLY One: <input type="checkbox"/> Criminal Record Check (Level 1) <input type="checkbox"/> Criminal Record and Judicial Matters Check (Level 2) <input type="checkbox"/> Vulnerable Sector Check (Level 3)		_____ yyyy/mm/dd Application Request Date
Personal Information (Current Greater Sudbury Mailing Address):		
Surname		Given Name(s)
Middle Name(s)		
Street #	Street Name	Unit/Apt. #
Applicant's Maiden/Previous Surname(s)		Applicant's Previous Given Name(s)
City (Greater Sudbury)	Province	Postal Code
Date of Birth		Gender
_____ yyyy/mm/dd		All Other Names Used
Contact phone number	Email address	Place of Birth
Previous Addresses OUTSIDE Greater Sudbury- If applicable, include all addresses where you have resided in the past 5 years		
Street # and Street name	Apt/Unit #	City
Province	Country	
Self Declaration (mandatory):		
<input type="checkbox"/> No Criminal Record to Declare (I <u>do not</u> have a criminal record) <input type="checkbox"/> Declaration of Criminal Record Attached (I have a criminal record)		
Reason for Request:		
Select ONE Reason for the Police Record Check: <input type="checkbox"/> Employment <input type="checkbox"/> Volunteer <input type="checkbox"/> School/Placement <input type="checkbox"/> Other (specify) _____		
Name of Requesting Employer/Organization/School (mandatory):		Position Title (mandatory):
Fill out the following section ONLY if request is for Vulnerable Sector Check:		
Check box of Vulnerable Person(s) you will be responsible for the well-being of (can check off more than one (1) if applicable):		
<input type="checkbox"/> Children (specify age) _____ <input type="checkbox"/> Elderly (over 65) <input type="checkbox"/> Other Vulnerable (specify) _____		
The Criminal Record Check will include the following information as it exists on the date of the search:		
<ul style="list-style-type: none"> Criminal convictions from the Canadian Police Information Centre "CPIC" and/or local databases and Summary convictions for the past five (5) years, when identified Youth Criminal Justice Act findings of guilt will be released on applications to government institutions/organizations 		
The Criminal Record and Judicial Matters Check will include all of the above and the following information as it exists on the date of the search:		
<ul style="list-style-type: none"> Outstanding entries such as charges and warrants, judicial orders, Probation and Prohibition Orders – as per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency Absolute and Conditional Discharges within the applicable retention period 		
The Vulnerable Sector Check will include all of the above and the following information as it exists on the date of the search:		
<ul style="list-style-type: none"> In very exceptional cases, where it meets the Public Safety Test, non-conviction dispositions including but not limited to, Withdrawn and Dismissed Not Criminally Responsible by Reason of Mental Disorder All Record Suspensions for release by the Minister of Public Safety 		
CONSENT (Please note: signing and submitting your application indicates you acknowledge and agree to the content below)		
1. I hereby authorize the Greater Sudbury Police Service to conduct a search based on the name(s), date of birth and declared criminal record history, to obtain the information required to complete the Police Record Check and disclose such information to me. This includes a search of the Greater Sudbury Police Service Records Management System (RMS), and the Canadian Police Information Centre (CPIC) database, maintained by the RCMP. This search of the CPIC database includes a search of the Identification Data Bank (known as the National Repository of Criminal Records), the Investigative Data Bank and the Police Information Portal (PIP).		
2. I hereby release and discharge the Greater Sudbury Police Services Board and all members and employees of the Greater Sudbury Police Service 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 the information to me by the Greater Sudbury Police Service. I hereby authorize the Greater Sudbury Police Service to inquire into and disclose results of any police records to me including: criminal convictions (summary and indictable); absolute and conditional discharges; and cases of not criminally responsible for reasons of mental disorder; outstanding entries such as charges, judicial orders, probation and prohibition orders and to conduct a local police contact search with any Police Service in Canada.		
3. 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.		
4. For Vulnerable Sector Check applicants that are 18 years of age or older: I hereby consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a Record Suspension (pardon) for, any sexual offences that are listed in the schedule to the <i>Criminal Records Act</i> . I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the <i>Criminal Records Act</i> in respect of which a Record Suspension was granted or issued, I will be requested to provide fingerprints to confirm that record and that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Minister of Public Safety, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure for that information to the person or organization referred to the above that requested the verification, that information will be disclosed to that person or organization.		
5. I understand that my completed police record check will remain available for 3 months from the date it was completed. Any police record checks not picked up by that date will be destroyed. The Greater Sudbury Police Service will not reprocess these police record checks or refund any fees.		

Applicant's Signature: _____ Date: _____
yyyy/mm/dd

POLICE USE ONLY

<input type="checkbox"/> Primary Identification Produced				
<input type="checkbox"/> Secondary Identification Produced		Application Verified by: _____		
<input type="checkbox"/> Proof of Greater Sudbury Address		Employee Initials		Employee #
Surname(s)	Given Name(s)	Middle Name(s)	Date of Birth (yyyy/mm/dd)	Gender