

OTTAWA POLICE SERVICE SERVICE DE POLICE D'OTTAWA

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

POLICE RECORDS CHECK FOR SERVICE WITH THE VULNERABLE SECTOR

FORM #306/Rev. Feb 2009

		O MAIL YOUR FORM BACK TO YOU.	Nama Cumana			
		< First Name, Middle Name, Surname < Unit/Number, Street < City, Province < Postal Code < How long have you lived here?		NON-VOLUNTEER VOLUNTEER Verified by:		
				Non/Profit Member:		
				Sex: M F		
Maiden Name:		Other Names Used:		Date of Birth (yy/mm	n/dd):	
Place of Birth:		Home Phone Number:	В	usiness Phone Number:		
FIVE YEAR ADDR	ESS HISTORY IF DIFFERE	NT THAN ABOVE (*Any address outside Ottawa	jurisdiction must in	clude name of Police Serv	vice)	
Jnit/Number:	Street:	City:	Prov.:	Postal Code:	How Long?:	
Jnit/Number:	Street:	City:	Prov.:	Postal Code:	How Long?:	
Jnit/Number:	Street:	City:	Prov.:	Postal Code:	How Long?:	
Other Police Age	ency*					
and/or conv I understand to the <i>Crimi</i> to the Solicit	ricted of any criminal offen d that, as a result of giving inal Records Act in respect tor General of Canada, who	ne automated criminal records retrieval system r nces or convicted and granted a pardon for any this consent, if I am suspected of being the per- of which a pardon was granted or issued, that r o may then disclose all or part of the information sclose that information to me.	of the sexual offend son named in a crin record may be provi	ces that are listed in the s ninal record for one of the ded by the Commissioner	schedule of the <i>Criminal Records A</i> sexual offences listed in the sche of the Royal Canadian Mounted P	
arising from to myself de	disclosure of information. etails of police investigated	awa Police Service and all their agents from any I hereby authorize the Ottawa Police Service to in d incidents that the Ottawa Police believes may the disclosure of information, the Ottawa Police S	nquire into and cond assist an agency ir	duct local police information In making an informed dec	on searches Canada wide and disc cision concerning my application.	
dissemination			ne hest of my know	ledge and belief. I have re	and this consent understand it and	
3. I certify that	the information provided I n its entirety.	by me in this application is true and correct to the	io boot of my fallow	ougo una sonon i nato i o	ad the concern, directoral it and	

FOR POLICE USE ONLY					
This is to confirm that no criminal convictions, outstanding charges, nor pardoned sex offenses 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, outstanding charges, or pardoned sex offenses 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 the above person has been involved in notable police incidents related to the five (5) year address history provided.					
SEE ATTACHED DISCLOSURE					

Date Completed (yy/mm/dd):	I	I
(BY POLICE)		
Signed:		
POLICE AUTHORIZING SIGNATURE		

SCREENING INSTRUCTIONS – POLICE RECORDS CHECK

The search includes national and local police databases with cooperating police services. The possible existence of criminal convictions and outstanding charges, as well as incidents of all police contacts for the previous five years will be considered for release.

If an outside agency does not provide the police records checks, a stamp stating, "NO RESPONSE FROM POLICE SERVICE IN THIS AREA" will appear on page one of this form. It is the responsibility of the applicant to contact the outside police agency to obtain a police records check.

This search is intended for individuals seeking employment and/or a volunteer position with children or vulnerable person(s). 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*, RSO 1990,c.P.15

INFORMATION FOR RELEASE

The following information contained in local police databases may be considered for release when it is deemed appropriate:

- Suspect information, where the release of such will not hinder any ongoing investigation.
- Reports resulting from particular incidents relating to the Mental Health Act.
- Any notable police contact.

This search does not cover the following areas: summary convictions, discharges and pardons (with the exception of sexual offences listed in the schedule to the *Criminal Records Act*). The information contained on this certificate is accurate on the date issued.

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

PROCEDURE

- 1. The Police Records Check Form must not be altered.
- 2. The applicant <u>must</u> 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 the **Ottawa Police Service** by <u>appointment only</u>. Please contact 613-236-1222 ext. 5485 for an appointment. The fee of **\$20** for this service is waived for volunteers. Fingerprints will be forwarded by the OPS to the RCMP along with the applicant's certified cheque or money order in the amount of **\$25** (payable to the Receiver General of Canada). Results of the RCMP's search will be mailed directly to the applicant. The RCMP fee is not required if the applicant provides written confirmation of volunteer work from a bona fide registered non-profit organization.
- 4. Police Records Checks are processed in approximately 3-6 weeks, (exception: 6-8 weeks during peak periods) assuming timely response from other police services and depending on request volumes.
- 5. The \$14 service fee can be waived if the applicant presents a letter from a local organization that intends to engage them in a volunteer capacity. The letter must be provided on official letterhead, in original, it must include the name of the person requesting a Police Records Check and must be signed by the manager in charge of volunteer resources. A \$33 non-resident surcharge applies to applicants residing outside OPS jurisdiction. A \$33 express surcharge applies if service is to be performed on a "while you wait" basis (only possible if the applicant resided in Ottawa for the past five years).