



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

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

**POLICE RECORDS CHECK
FOR SERVICE WITH THE
VULNERABLE SECTOR**

FORM #306

PERSONAL INFORMATION

- NON-VOLUNTEER
 VOLUNTEER

VERIFIED BY: _____

Agency and Position Applying for: _____

Surname		First Name		Middle Name		Sex	
Maiden Name		Other Names Used		Date of Birth	YY	MM	DD
Place of Birth				Home Telephone Number			

FIVE YEAR ADDRESS HISTORY (INCLUDES CURRENT ADDRESS)

Current Address	Number/Unit	Street	City	Prov.	Postal Code	How Long?
Previous Address	Number/Unit	Street	City	Prov.	Postal Code	How Long?
Other Address	Number/Unit	Street	City	Prov.	Postal Code	How Long?

CONSENT TO DISCLOSE PERSONAL INFORMATION

- I 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 charged and/or convicted of any criminal offences or convicted and granted a pardon for any of the sexual offences that are listed in the schedule of the *Criminal Records Act*. 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 *Criminal Records Act* in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police service or other authorized body. That police service or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.
- I hereby release and discharge the Ottawa Police Service and all their agents from any and all claims, actions and demands for damages, loss or injury of any nature arising from disclosure of information. I hereby authorize the Ottawa Police Service to inquire into and conduct local police information searches Canada wide and disclose to (Name/Agency) _____ details of police investigated incidents that the Ottawa Police believes may assist an agency in making an informed decision concerning my application. Furthermore, I understand that upon the disclosure of information, the Ottawa Police Service and all their agents waive any responsibility for its use and or subsequent dissemination by myself or the agency noted above.
- 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 this date _____, 200__
(BY APPLICANT)

SIGNATURE OF APPLICANT

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.	VOID without Ottawa Police seal in shaded area at left
	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 relevant police incidents related to the five (5) year address history provided. SEE ATTACHED	

Date Completed: _____
(BY POLICE) YY/MM/DD

Signed: _____
POLICE AUTHORIZING SIGNATURE

SCREENING INSTRUCTIONS – POLICE RECORDS CHECK

The search includes national and local police databases. 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.

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 other information deemed relevant.

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 **must** produce two/three pieces of appropriate identification that confirm his/her **name, date of birth and address**. One piece of identification presented must include a **photo**. *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 the name and date of birth of an individual:

- *Driver's Licence
- Government Employment Card
- Military Employment Card
- Age of Majority Card
- Canadian Citizenship Card
- Indian Status Card
- International Student Card
- Passport
- Permanent Resident Card
- Firearms Acquisition Certificate (FAC)

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
- Canadian Blood Donor Card
- Immigration Papers

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

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 appointment only. Please contact 236-1222 ext. 5487 for an appointment. The fee of **\$20** for this service is waived for volunteers. Fingerprints will be forwarded by 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 15 working days, assuming timely response from other police services and depending on request volumes.
5. The **\$10 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 **\$10 non-resident surcharge** applies to applicants residing outside OPS jurisdiction and a **\$25 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).

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