



GREATER SUDBURY POLICE SERVICE

MUST SELECT ONE



- ☐ CRIMINAL RECORD CHECK
- ☐ CRIMINAL RECORD AND JUDICIAL MATTERS CHECK
- ☐ VULNERABLE SECTOR CHECK

TO BE COMPLETED BY APPLICANT

Mailing Address (street name, street number, city, province and postal code)

Please Print UNDER each heading

Date of Request

/ /

yyyy/ mm /dd

Last Name

First Name

Middle Name

and Street Name

Apt/Unit #

Maiden Name or Other Names Used

Other First Names

City

Province

Postal Code

Date of Birth

/ /

yyyy/ mm /dd

Gender

Other Names

Contact phone number

Email address

Address History – If applicable, include all addresses where you have resided OUTSIDE of the City in the past 5 years

Street name and number (please state below)

Apt/Unit #

City

Province

Reason for Request: (please fill out the following)

Self Declaration (mandatory):

☐ No Criminal Record to Declare

☐ Declaration of Criminal Record Attached

Specifically state the Reason for the Police Record Check (including position type):

☐ Employment

☐ Volunteer

☐ Other (specify)

Name of Employer/Organization/School/Other requesting the Police Record Check (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):

☐ Children

☐ Elderly (over 65)

☐ Other – please specify:

The Criminal Record Check will include the following information as it exists on the date of the search:

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:

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:

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

1. I hereby authorize the Greater Sudbury Police Service to conduct a search based on the names(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 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 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 fo 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

☐ Primary Identification Produced

☐ Secondary Identification Produced

☐ Proof of Greater Sudbury Address

Application Verified by:

Employee Initials

Employee #

Last Name

First Name

Middle Name(s)

Date of Birth (yyyy/mm/dd)

Gender

Personal information contained on this form is collected and disclosed pursuant to the Municipal Freedom of Information and Protection of Privacy Act, s. 29(1), s. 32 and the Police Services Act, s. 41 for the purpose of processing a police record check. Questions concerning this collection should be directed to the Manager of Records and Customer Service, Greater Sudbury Police Service, 190 Brady Street, Sudbury, Ontario, P3E 1C7. Telephone: 675-9171 ext. 6243.

(REC05.11/18) Rev. 01/19