



WOODSTOCK POLICE SERVICE – CRIMINAL RECORD CHECK (LEVEL 1)
(This search is NOT intended for persons working with the vulnerable sector)

UNIT 1. TO BE COMPLETED BY APPLICANT	Mailing Address - Must Print Legibly Under Each Heading			Date of Request _____ yyyy mmm dd			
	Last Name		First Name		Middle Name		
	# and Street Name			Apt/Unit #		Maiden Name or other Surnames used	
	Other First Names						
	City		Province		Postal Code		
	Date of Birth		Place of Birth		Gender		
	yyyy		mmm		dd		
	Reason for Request (state below)						Self-Declaration (if applicable)
	Reason: (volunteer, employment, or other – if other, please specify)						<input type="checkbox"/> Declaration of Criminal Record Completed <input type="checkbox"/> I do not have a Criminal Record
	Identification – one I.D. MUST be Government Issued and include applicant's name, date of birth, signature and photo of applicant						
Type of I.D. produced				ID number			
Type of I.D. produced				ID number			
Contact Information							
Res. Phone			Bus. Phone		Cell Phone		
<p>The Police Criminal Record Check will include the following information as the record exists on the date of the search:</p> <ul style="list-style-type: none"> • Criminal convictions (summary and indictable) from CPIC and/or local databases. • Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period. <p>The Police Criminal Record Check will not include:</p> <ul style="list-style-type: none"> - Outstanding entries, such as charges and warrants - Absolute and conditional discharges - Convictions sealed by a Record Suspension - Convictions under provincial statutes - Local police contact - Family Court Restraining Orders - Foreign country information - Current judicial orders - Expired Young Offender records - A Vulnerable Sector Verification search of Record Suspended sex offences <p>I hereby certify that the information provided above is true and correct to the best of my knowledge and belief. I hereby authorize the Woodstock Police Service to conduct such searches as are deemed necessary to obtain the information required to complete this search and disclose such information to me.</p>							
<p>Applicant's Signature X _____</p>							

UNIT 2. POLICE USE ONLY

Request and Fee received by – Name	Badge #	Receipt #	Fee \$
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RESULTS FOR NAME-BASED CRIMINAL RECORD VERIFICATION

1	<input type="checkbox"/>	NEGATIVE	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did NOT identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. 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.
2	<input type="checkbox"/>	INCOMPLETE FINGERPRINTS REQUIRED	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records could NOT be completed. Positive identification that a criminal record does or does not exist requires the applicant to SUBMIT FINGERPRINTS to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company. 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.
3	<input type="checkbox"/>	POSSIBLE MATCH <i>(See attached page For details)</i>	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records has resulted in a POSSIBLE match to a registered criminal record. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. As such, the criminal record information declared by the applicant does NOT constitute a Certified Criminal Record by the RCMP. 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.

Date of Search and Searched by	Date Completed and Completed by	NOT VALID UNLESS EMBOSSED BY POLICE SERVICE SEAL
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SCREENING INSTRUCTIONS – POLICE CRIMINAL RECORD CHECK

The search includes national and local databases. The possible existence of criminal convictions will be considered for release.

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 **must** produce ONE (1) piece of appropriate identification that confirm their **name, date of birth and address**. Identification presented must include a **photo**. *Health Cards cannot be recorded for identification purposes but if volunteered it may be viewed. No unauthorized use or disclosure of the Health Card is permitted.* The following is a list of items considered acceptable forms of identification.

Photo Identification:

which provides photo name, date of birth and address of an individual:

- Driver's Licence _____
- Passport
- Age of Majority Card
- Canadian Citizenship Card
- Firearms Licence (FAC, PAL or POL)
- Free And Secure Trade (FAST) Card
- Government Employment Card
- Health Card (Viewed Only)
- Immigration Papers with Photo
- Indian Status Card
- Military Employment Card
- NEXUS Card
- Ontario Photo Card _____
- Permanent Resident Card
- Student Card _____ (Name of School)

- Recent Utility Bill verifying a current Woodstock address may be provided
- People under 16 can provide school ID, Library Card or their parent can provide verification

3. If your name and date of birth matches a person with convictions and you have disclosed your convictions you will not be required to submit fingerprints. However, if you do not agree with your record, in order to proceed with this application fingerprints will be required. Additional fingerprinting fees may apply. If you refuse to submit fingerprints then your records check will be flagged "Incomplete".

Personal information is collected on this form pursuant to the Municipal Freedom of Information and Protection of Privacy Act, s.28(2), s.32(b) and the Police Services Act, s.41 for the purpose of processing this record check. Questions concerning this collection can be directed to the Records Clerk, 519-537-2323.

Please visit our Website at www.woodstockpolice.ca or call 519-537-2323 for more information.