



ST. THOMAS POLICE SERVICE – APPLICATION FOR BROAD RECORD CHECK

MUST SELECT ONE:

- Exempted (Broad) POLICE CRIMINAL RECORD AND JUDICIAL MATTERS CHECK
- Exempted (Broad) VULNERABLE SECTOR CHECK

TO BE COMPLETED BY APPLICANT				Date of Request	
Mailing Address (name, street, city, province, postal code)					
**Please Print UNDER each heading**					
Last Name		First Name		Middle Name	
# and Street Name		Apt/Unit #		Maiden Name or Other Names Used	
City		Province		Postal Code	
Date of Birth		Gender		Other Names	
Contact phone number		Email address			
Address History – please fill out if resident address differs from mailing address and/or resided OUTSIDE of the Region in the past 5 years					
Street name # (please state below)		Apt/Unit #		City	
Province					
Identification – one form MUST be Government issued and include the applicant’s name, date of birth, signature and photo of applicant					
Type of Identification produced		ID number – do NOT record Health or SIN card or bank/credit card numbers		Viewed	
Type of Identification produced		ID number – do NOT record Health or SIN card or bank/credit card numbers		Viewed	
Reason for Request: (please fill out the following)					
Specifically state the Reason for Criminal Record and Judicial Matters Check or Vulnerable Sector Check:					
SELF DECLARATION: (if applicable)					
Do you have a Criminal Record?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If YES, are you willing to disclose your record?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If you have a criminal record and do not disclose that record in entirety, the St. Thomas Police will either report an incomplete result or require you to submit fingerprints at an additional cost. If you are disclosing your criminal record, you must complete a Declaration of Criminal Record Form.					
Fill out the below ONLY if request is Vulnerable Sector Check:					
Name of Employer/Organization/School/Other requesting 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 <input type="checkbox"/> Elderly (over 65) <input type="checkbox"/> Other – please specify: _____					
CONSENT					
<p>1. I hereby authorize the St. Thomas 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 St. Thomas Police Service Records Management Systems (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)</p> <p>2. I hereby release and discharge the St. Thomas Police Services Board and all members and employees of the St. Thomas 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 St. Thoms Police Service. I hereby authorize the St. Thomas 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</p> <p>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.</p> <p>4. <b>For Vulnerable Sector Check applicants that are 18 years of age or older:</b> 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 records 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 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</p> <p>5. I understand that the prescribed fee is non-refundable and the response to this Police Record Check will be forwarded to the mailing address that I have provided</p>					

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

yyyy / mm / dd



# ST. THOMAS POLICE SERVICE

## LEVELS OF POLICE CHECKS

### POLICE CRIMINAL RECORDS AND JUDICIAL MATTERS CHECK

**Will include:** A Police Criminal Records and Judicial Matters Check will report criminal convictions for indictable and hybrid offences for an indefinite period. Straight summary conviction offences will be reported for 5 years. Convictions under the *Youth Criminal Justice Act* may be reported based on criteria set out in the Act. In addition this level of check may report any outstanding criminal charges including warrants. Absolute Discharges may be reported for 1 year, and Conditional Discharges for 3 years. Court Orders (excluding Mental Health related Orders and Family Court Restraining Orders) may be included.

**Will not include:** A Police Criminal Records Check will not report any findings of Not Criminally Responsible on Account of Mental Illness, information relating to records suspensions/pardons or any non-conviction information.

### POLICE VULNERABLE SECTOR CHECK

**IMPORTANT NOTE:** A Police Vulnerable Sector Check can only be conducted where an applicant requires a Police Check for the purpose of being in a position of trust or authority with respect to a vulnerable person. Vulnerable persons include children, elderly persons as well other persons with cognitive, physical or emotional difficulties and puts them at risk of being exploited.

**May include:** A Police Vulnerable Sector Check will report criminal convictions for indictable and hybrid offences for an indefinite period. Straight summary conviction offences will be reported for 5 years. Convictions under the *Youth Criminal Justice Act* may be reported based on criteria set out in the Act. In addition this level of check may report any outstanding criminal charges including warrants. Absolute Discharges may be reported for 1 year, and Conditional Discharges for 3 years. Court Orders (excluding Mental Health related Orders and Family Court Restraining Orders) may be included. Finally, this level of check may include findings of Not Criminally Responsible on Account of Mental Illness, information relating to records suspensions/pardons or any non-conviction information.

### EXEMPTED – BROAD RECORD CHECK

**IMPORTANT NOTE:** An Exempted – Broad Record Check can only be conducted where an applicant requires a Police to comply with the Child, Youth and Family Services Act (CYFSA) or the Intercountry Adoption Act (IAA).

**May include:** An Exempted – Broad Record Check may report non-conviction or police contact information including information exempt from a Police Criminal Records and Judicial Matters Check and a Police Vulnerable Sector Check.

### IF YOU DISAGREE WITH INFORMATION ON YOUR CHECK

**Step 1:**

If you receive a completed check and you disagree with the information contained on the check, you may discuss your concerns with the Records Staff who gave you your completed check.

**Step 2:**

If your concerns are not addressed to your satisfaction, you may request to speak to a Business Office Manager.

**Step 3:**

If you have spoken to the Business Office Manager and your concerns have still not been addressed to your satisfaction, you may request a formal reconsideration. Your request for a formal reconsideration must be in writing and must be on a Request for Reconsideration of a Police Record Check form (these are available from Business Office Staff or on our website: [www.stps.on.ca](http://www.stps.on.ca)). Request for Reconsideration will be reviewed by a committee of three (3) persons. Any decision made by this committee are final and are not subject to further review by the St. Thomas Police.

### LEGISLATION

Police Agencies in Ontario are required to comply with the *Police Records Checks Reform Act, 2015* and the accompanying Regulations. This Act establishes what information may or may not be included on completed checks. If you have questions about what information may or may not be included on Police Checks, you may wish to consult this legislation.

Police Agencies in Ontario are required to comply with the Ministry of Children, Community, and Social Services (MCCSS) exemption to the *Police Record Checks Reform Act* (PRCRA), requiring record check providers to disclose further information under the *Child, Youth and Family Services Act* (CYFSA), the *Intercountry Adoption Act* (IAA) and the *Children's Law Reform Act* (CLRA).



St. Thomas Police – CONSENT FOR A POLICE BROAD RECORD CHECK

This page must accompany a Police Broad Record Check Request Form

Date: \_\_\_\_\_

Applicant’s Personal Information (Please Print Legibly)

Current Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

1. I hereby confirm that I have requested that the **St. Thomas Police Service** perform a Police Record Check on me. I understand that **the St. Thomas Police Service** need to obtain personal information from me that is required to complete the Police Record Check.
2. I hereby authorize **the St. Thomas Police Service** to use the name(s), date of birth, and declared criminal record history I have provided to complete the Police Record Check and disclose such information to me.
3. I understand this includes a search of **St. Thomas Police Service’s** Records Management Systems (“RMS”) and the Canadian Police Information Centre (“CPIC”) database, as maintained by the RCMP.
4. I hereby authorize the **St. Thomas Police Service** to search and release any information listed in section 119 of O. Reg. 155/18 under the *Child, Youth and Family Services Act* (“CYFSA”) and/or section 16 of O. Reg. 155/18 under the *Intercountry Adoption Act* (“IAA”), as lawfully required by those Acts.
5. I hereby release and discharge the **St. Thomas Police Service Board** and all employees or agents of **St. Thomas Police Service** from any and all actions, claims, and demands for damages, loss, or injury howsoever arising which may hereafter be sustained by myself or anyone associated with me as a result of the disclosure of the information to me by **St. Thomas Police Service**
6. I hereby authorize **St. Thomas Police Service** to inquire into and disclose the results of any police records to me, including but not limited to: criminal convictions (summary and indictable), absolute and conditional discharges, findings of not criminally responsible on account of mental disorder, findings of guilt under the *Youth Criminal Justice Act* (“YCJA”) that are still within the access period listed under section 119(2) of that legislation, any outstanding entries such as charges, judicial orders, probation orders, and prohibition orders, and previous police contact, and to conduct a local police contact search with any other Police Service in Canada.
7. For Broad Record Check applicants 18 years of age or older: if my application is for a role that qualifies for a Vulnerable Sector Check under the *Criminal Records Act* (“CRA”) (i.e. the application is for a paid or volunteer position, and the position is one of trust or authority towards a child or vulnerable person), I hereby consent to a search of the automated criminal records retrieval system maintained by the RCMP to find out if I have been convicted of, and subsequently been granted a record suspension (pardon) for, any sexual offences that are listed in Schedule 2 of the CRA. 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 these sexual offences in respect of which a record suspension was granted, I will be requested to provide fingerprints to confirm that record and that record may be provided by the Commissioner of the RCMP to the Minister of Public Safety, who may then disclose all or part of the information contained in that record to the local police service. The police service 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 I complete this Police Record Check, that information will be disclosed to that person or organization accordingly.
8. I understand that the prescribed fee for the Police Record Check is non-refundable.
9. I certify 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.

Applicant’s Consent to Conduct a Police Broad Record Check

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian  
(if applicant is under 18 years of age)



DECLARATION OF CRIMINAL RECORD  
(To be filled out by Applicant)

This form must be completed in order to receive a name-based Criminal Record, which includes the Adult Criminal Convictions and associated information from the RCMP National Repository of Criminal Records. Failure to complete this form accurately, will result in an incomplete record check, and require submission of fingerprints to the RCMP National Repository of Criminal Records.

Last name:	First Name:	Other First Names:		
Maiden Names or Other Last Names:	Other Names:	Date of Birth:	Gender	
Current Street # and name	City:	Province	Postal Code	

DECLARATION OF CRIMINAL RECORD

- A declaration of Criminal Record does not constitute a Certified Criminal Record by RCMP
- A declaration of Criminal Record may not contain all criminal record convictions
- A certified Criminal Record can only be issued by Canadian Criminal Real Time Identification Services based on the submission of fingerprints to the RCMP National Repository of Criminal Records

A declaration MUST include:

- ALL convictions for offences under Federal Law

Declaration must NOT include:

- a) A conviction in which you have received a Record Suspension (pardon) in accordance with the Criminal Records Act
- b) A conviction when you were a “young person” under the Youth Criminal Justice Act
- c) An Absolute or Conditional Discharge, pursuant to section 730 of the Criminal Code
- d) An offence for which you were not convicted (i.e. the charges were Withdrawn, Dismissed, etc)
- e) Any Provincial or Municipal offences
- f) Any charges dealt with outside of Canada

OFFENCE	DATE OF SENTENCE	LOCATION

Applicant Signature

Date