

Consent for Disclosure of Criminal Record Information

General Instructions:

1. In the field titled "Maiden name", please have the applicant write in all surnames he or she has ever used, ie: previous married names, name before adoption, etc.
2. In the field titled "Previous address if less than 5 years at current address", please have the applicant provide all addresses used within the last 5 years. (If necessary, the back of the Consent form can be used.)
3. Please ensure the date placed on the form on Part 4 is current – the consent expires three months from the date on the form.
4. On the bottom of the form under the "Category of Information for Disclosure" section, Box #4 is the one to be initialed to allow both RCMP databases to be queried for criminal convictions.
5. Another part to the criminal records check which we provide is on a second page which is entitled, "**Consent for a Criminal Record Check for a sexual offence for which a pardon has been granted or issued.**" Only if this second page is completed can this special query be done by the RCMP. This part of the criminal records check should be used for any person who is working with vulnerable persons, ie: children, elderly persons, etc. Teachers, nurses and taxi drivers all have to have this check done prior to being employed. Each applicant must fill a copy out in full and sign and date it and attach it to the Consent for Disclosure page in order for all checks to be run at the same time.
6. If there are convictions on file for a worker/applicant who is not an adult, ie: under 18 years of age, they will be phoned to attend the Detachment to pick up their own forms once the checks are complete. By law we are not permitted to disclose convictions under the "Young Offenders Act and/or Youth Criminal Justice Act". If the young person with convictions still wants to work with the employer/program they have to decide whether or not they will disclose/provide the results for their criminal records check to the prospective employer or program.

Additional for Volunteers:

7. Each applicant for a security check who is to volunteer with an organization must have a letter from the organization which specifically states that they are a volunteer with the organization/program. Volunteers do not have to pay any fee for their checks. The letter ensures that a fee is not charged for this service.