



**PORT HOPE POLICE SERVICE  
CRIMINAL INFORMATION REQUEST FORM**

Applicant #: \_\_\_\_\_  
Mail: \_\_\_\_\_ Pick-Up: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_  
(YEAR-MONTH-DAY)

**SECTION 1. (PLEASE USE BLUE INK ONLY – START AT THE ARROW)**

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(LAST NAME) \_\_\_\_\_ (FIRST NAME) \_\_\_\_\_ (SECOND NAME) \_\_\_\_\_ (THIRD NAME) \_\_\_\_\_ (SEX) \_\_\_\_\_

(MAIDEN NAME / OTHER SURNAME) (PLACE OF BIRTH) (DATE OF BIRTH) (HOME TELEPHONE)  
(YY-MM-DD) ( ) ( ) ( ) ( )

(STREET ADDRESS / RR #) (APT / UNIT #) (CITY / TOWN / PROV) POSTAL CODE

(PREVIOUS ADDRESS #1 – If you resided at the above address less than five years)

(PREVIOUS ADDRESS #2)

(DRIVERS LICENCE or PHOTO ID) (Two pieces of ID required) (SECOND PIECE OF ID – SIN Card not accepted)

PURPOSE OF REQUEST: \_\_\_\_\_ Employment \_\_\_\_\_ Volunteer \_\_\_\_\_ Other \_\_\_\_\_  
(Description of the Position)

AGENCY NAME: \_\_\_\_\_

**CONSENT:**

I HEREBY CONSENT TO A CRIMINAL REFERENCE CHECK BEING CONDUCTED BY THE PORT HOPE POLICE SERVICE THROUGH THE RCMP NATIONAL REPOSITORY OF CRIMINAL RECORDS AND THE CANADIAN POLICE INFORMATION CENTRE FOR THE PURPOSE OF ASSISTING THE ABOVE AGENCY/EMPLOYER IN ASSESSING MY SUITABILITY AS EITHER A VOLUNTEER OR AS AN EMPLOYEE. THIS REFERENCE CHECK WILL INCLUDE A SEARCH FOR A CRIMINAL RECORD AS WELL AS ANY PENDING OR OUTSTANDING CRIMINAL CHARGES, INFORMATION ON PROBATIONS AND PROHIBITIONS, CONVICTIONS UNDER PROVINCIAL STATUTES (EXCLUDING THE HIGHWAY TRAFFIC ACT) AND OTHER GENERAL POLICE INFORMATION FROM POLICE SERVICES WITHIN WHOSE JURISDICTIONS HAVE I RESIDED WITHIN THE LAST FIVE YEARS WHICH THE POLICE DEEM AS DETRIMENTAL TO ME WORKING OR VOLUNTEERING WITH THE AGENCY LISTED ABOVE. THESE RESULTS COULD INCLUDE MENTAL HEALTH APPREHENSIONS, BUT WILL NOT INCLUDE CHARGES WHERE I WAS NOT FINGERPRINTED, CHARGES WHERE NO CONVICTIONS WERE REGISTERED (UNLESS DEEMED BY THE POLICE TO BE DETRIMENTAL TO THE POSITION SOUGHT) OR CONVICTIONS THAT HAVE MET CPIC PURGE CRITERIA. I THEREFORE CONSENT TO THE RELEASE OF THE ABOVE TYPES OF INFORMATION TO THE AGENCY OUTLINED ABOVE. I CERTIFY THAT ALL INFORMATION SET OUT BY ME IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

**VULNERABLE SECTOR SEARCH: To be completed if the applicant is applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons, if the position is one of authority or trust, or one where limited supervision exists, relative to those vulnerable individuals, and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule to the *Criminal Records Act* and has been pardoned.**

I ALSO CONSENT TO A SEARCH BEING MADE THROUGH THE CANADIAN POLICE INFORMATION CENTRE TO DETERMINE IF I HAVE BEEN CONVICTED OF, AND BEEN GRANTED A PARDON FOR, ANY OF THE 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 ABOVE-NAMED SCHEDULE IN RESPECT OF WHICH A PARDON WAS GRANTED OR ISSUED, AND AFTER HAVING MY FINGERPRINTS TAKEN AND SUBMITTED TO THE RCMP FOR VERIFICATION, THE SAID RECORD MAY BE PROVIDED BY THE COMMISSIONER OF THE RCMP TO THE SOLICITOR-GENERAL OF CANADA, WHO MAY THEN DISCLOSE ALL OR PART OF THE INFORMATION CONTAINED IN THAT RECORD TO THE PORT HOPE POLICE SERVICE, WHO WILL THEN DISCLOSE THAT INFORMATION TO ME FOR MY CONSENT TO ITS RELEASE TO THE AGENCY.

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

**(FOR POLICE USE ONLY)**

SECTION 2 – For police use only

FEE RECEIVED: \_\_\_\_\_

ID CHECKED BY: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_  
(Surname) (First) (Second) (Third)

APPLICANT'S DOB: \_\_\_\_\_  
(YY-MM-DD)

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Based solely on the name(s) and date of birth provided, a search of the National Criminal Records repository maintained by the RCMP did not identify any records for a person with the name(s) and date of birth of the applicant. Positive identification that a criminal record may or may not exist at the National Criminal Records repository can only be confirmed by fingerprint comparison. Not all offences are reported to the National Criminal Records repository. A local indices check may or may not reveal criminal record convictions that have not been reported to the National Criminal Records repository.

Based solely on the name(s) and date of birth provided, a search of the National Criminal Records repository maintained by the RCMP could not be completed. In order to complete the request, the applicant is required to have fingerprints submitted to the National Criminal Records repository by an authorized police service or accredited private fingerprinting company. Positive identification that a criminal record may or may not exist at the National Criminal Records repository can only be confirmed by fingerprint comparison. Not all offences are reported to the National Criminal Records repository. A local indices check may or may not reveal criminal record convictions that have not been reported to the National Criminal Records repository.

A check of both the CPIC Investigative and Intelligence Date Banks failed to locate any current and/or pending criminal charges before the courts.

A check of both the CPIC Investigative and Intelligence Data Banks located the attached current and/or pending criminal charges before the courts. See reverse or attached

A five-year search of general police service information on NICHE was conducted with negative results.

A five-year search of general police service information on NICHE was conducted with the attached results.

**VULNERABLE SECTOR SEARCH**

Based solely on the name(s) and date of birth provided, a search of the RCMP National Repository of Criminal Records, including pardoned sex offender 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.

Based solely on the name(s) and date of birth provided, a search of the RCMP National Repository of Criminal Records, including pardoned sex offender 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. 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.

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CHECKED BY: \_\_\_\_\_  
(Employee Name / Badge #)

DATE OF CHECK: \_\_\_\_\_  
(YY-MM-DD)

POLICE STAMP AND EMBOSSING

\*\*\*NOT AN ORIGINAL UNLESS EMBOSSED\*\*\*