



**POLICE CRIMINAL RECORD CHECK  
POLICE VULNERABLE SECTOR VERIFICATION (Unit 2 must also be completed)**

<b>UNIT 1. TO BE COMPLETED BY APPLICANT</b> Must Print Legibly Under Each Heading	Date of Request
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Surname	Given Name	Middle Names
Maiden Name or Other Names (legally changed)	Usual First Name	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (yyyy-mm-dd)	Place of Birth	Telephone (home)    Telephone (other)
Current Address	City	Province    Postal Code

**Address History – please fill out if current address differs from mailing address and/or all previous addresses for the past 5 years**

Street name and # (please state below)	Apt/Unit #	City	Province	Postal Code	# of Years

**Self-Declaration (if applicable)**     Declaration of Criminal Convictions attached

**Reason for Request**

<input type="checkbox"/> Employment	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Taxi	<input type="checkbox"/> Visa/Immigration	<input type="checkbox"/> School	<input type="checkbox"/> Other
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**Is "Reason for Request" dealing with the Vulnerable Sector**     Yes \*\*     No    **\*\*if Yes, UNIT 2 must be completed\*\***

**Identification – MUST be Government Issued and include applicant's Name, Date of Birth, Address, Signature and Photo**

ID Produced (see attached photocopy)	ID Produced (see attached photocopy)	ID verified by:
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Extra Copy - Additional fees apply per copy - #

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

- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition orders.
- Criminal convictions (summary and indictable) from CPIC and/or local databases.
- Absolute and conditional discharges.
- Family court restraining orders.
- Criminal charges resulting in dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder as listed on local indices.
- Police contacts including but not limited to theft, weapons, sex offences, or violent, harmful and threatening behaviour which may or may not have involved a mental health incident where no charges were laid.

**The Police Vulnerable Sector Verification will include all of the above and the following information as it exists on the date of the search:**

- All pardoned sex offences, identified as a result of a Vulnerable Sector Verification search and authorized for release by the Minister of Public Safety and Emergency Preparedness.

1. I hereby release and discharge the Brandon Police Service and all members and employees of the said 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 information by the Police Service. I hereby authorize the Brandon Police Service to inquire into and disclose the results of any police records indicating criminal convictions, conditional and absolute discharges, outstanding criminal charges to me and to conduct a local police contact search with any Police Service in Canada.
2. 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.

**Applicant's Name: (Please Print)** \_\_\_\_\_

**Applicant's Signature** **X** \_\_\_\_\_

**UNIT 2. POLICE VULNERABLE SECTOR VERIFICATION**

This unit is to be completed by an individual 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 in a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to be determined if the applicant has been convicted of a sexual offence listed in the schedule to the *Criminal Records Act* and has been pardoned.

**Part 1: Identification of the Applicant**

Surname	Given Name(s)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (yyyy-mm-dd)
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**Part 2: Reason for Consent (Please fill out the following):**  
I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.

<b>Description of position</b>	<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer	<b>Name of the person or organization</b>
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**Part 3: Consent**

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 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 schedule to the *Criminal Records Act* in respect of which a pardon 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 Solicitor General of Canada, 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.

<b>Signature of Applicant</b>  <b>X</b>	<b>Date</b>
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Personal information contained on this form is collected for the purpose of processing this police record check. Questions concerning this collection should be directed to the Administrative Services Sergeant at Brandon Police Service.

**UNIT 3. AUTHORIZATION FOR DISCLOSURE**

- Results will be mailed to the applicant to the address as stated in Unit 1.  
 - OR -  
 Identify the person or organization that should receive the results (by mail) as noted below:

Name of person or organization	Address (no., street, apt.)	
City	Province	Postal Code

I am consenting to:

_____ Initials	I wish the results of this verification to be sent to me.
_____ Initials	I consent to information contained in my criminal record being disclosed by a police force or other authorized body to the person or organization specified above. I understand that I am not required to give consent to release information to a third party and that a refusal to consent will not negatively affect my search. I am releasing any police service, their members, employees and agents from any claim for damages, loss or injury which may be sustained by me from the disclosure of the police information to which I consented.

**UNIT 4. POLICE USE ONLY – One box must be checked for each section**

**1. RESULTS FOR NAME-BASED CRIMINAL RECORD VERIFICATION**

<input type="checkbox"/>	<b>NEGATIVE</b>	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.
<input type="checkbox"/>	<b>INCOMPLETE</b>	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.
<input type="checkbox"/>	<b>POSSIBLE MATCH</b>	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.

**2. RESULTS OF INVESTIGATIVE DATABANK AND LOCAL INDICES RESULTS**

- NEGATIVE** – No information was revealed that can be disclosed in accordance with federal laws and RCMP policies  
 **POSITIVE** – For review by the Administrative Services Sergeant

**3. RESULTS OF POLICE VULNERABLE SECTOR VERIFICATION ONLY**

Information related to pardoned sex offences that is disclosed may only be used for the purpose of screening related to the position. It may not be shared with any other organizations unless the following conditions are met:

- The hiring organization is offering a service where employees of that organization are to be placed in employment positions in another organization that is responsible for the care and protection of vulnerable persons;
- There is a requirement that the VS organization must assess the application; and
- Signed consent is granted by the applicant for the sharing of information with the other organization. For example, a catering company working in a school could share the results of the Vulnerable Sector Verification with the school board.

A search of pardoned sex offenders was not conducted.

A search of pardoned sex offenders was conducted. No information to release.

Based on fingerprints, a search of pardoned sex offender records was conducted with negative results – see attached.

Based on fingerprints, a search of pardoned sex offender records was conducted with the following results – see attached.

**4. RESULTS OF DECLARATION OF CRIMINAL CONVICTIONS**

- Not applicable  
 See Appendix "A"

**UNIT 5. POLICE USE ONLY – Investigative Data Bank and Local Indices Results**

Access to the data bank of the National Crime Information Centre (NCIC) or the INTERPOL database is not permitted when conducting a CRIMINAL RECORD CHECK or VULNERABLE SECTOR VERIFICATION.

CPIC Investigative Data Bank (PERS, CNI, CR, including FIP)	<input type="checkbox"/> Negative – no information to release. <input type="checkbox"/> Positive – see attached page for details.
Local Police Records Management (To include PROS, CAD and Webview)	<input type="checkbox"/> Negative – no information to release. <input type="checkbox"/> Positive – see attached page for details.
Records from other Police Agencies	<input type="checkbox"/> Negative – no information to release. <input type="checkbox"/> Positive – see attached page for details. <input type="checkbox"/> Not checked.

Date of Search: \_\_\_\_\_ Processed by: **X**

Authorized by: **X**

**NOT VALID UNLESS EMBOSSED WITH POLICE SEAL**

Payment	<input type="checkbox"/> Cash <input type="checkbox"/> Debit
Receipt #	_____