



## BRANDON POLICE SERVICE POLICE INFORMATION CHECK / POLICE VULNERABLE SECTOR CHECK

### UNIT 1. TO BE COMPLETED BY APPLICANT

Date of Request (YYYY-MM-DD)

Must Print Legibly Under Each Heading

Surname		First Name (no initials)		Middle Name(s) (no initials)	
Maiden Name or Other Names (legally changed)		Usual First Name (if different from above)		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

**Identification - \*MUST be Government issued and include applicant's Name, Date of Birth, Current Address, Signature and Photo\***

ID Produced:	ID Produced:	ID Verified By:
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**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 the "Reason for Request" dealing with Vulnerable Sector?     \*Yes     No    \*If yes, complete Unit 2

Do you have a criminal record to declare?     \*Yes     No    \*If yes, please fill out a Declaration of Criminal Convictions

Additional Copies (additional charges may apply) - # \_\_\_\_\_

**The Police Information Check (PIC) will include the following information as it exists on the date of the search:**

- Confirmation of declared criminal convictions from CPIC based upon the name and date of birth of the applicant
- Summary convictions for 5 years, when identified by check of local Police service databases
- Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period
- Outstanding entries such as Charges, Warrants, Judicial Orders, Peace Bonds, Probation Orders, Prohibition Orders, and Firearms Interest to Police.
- Absolute Discharges and Conditional Discharges within the applicable disclosure period (1 year for Absolute, 3 years for Conditional).
- Only standard responses will be released for information obtained from the CPIC Identification Databank

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

- All Record Suspensions or Pardons as authorized for release by the Minister of Public Safety and Emergency Preparedness
- In exceptional cases, non-conviction information (when it meets the Exceptional Disclosure Assessment) including but not limited to, Stayed, Withdrawn, Dismissed, and Not Criminally Responsible by Reason of Mental Disorder may be disclosed

*The Brandon Police Service reserves the right to refuse to complete a Police Information Check/Police Vulnerable Sector Check.*

**Applicant's Consent**

- 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 within the applicable disclosure period, outstanding criminal charges, CPIC Investigative, Intelligence and Identification Databanks, including pardoned sex offender records to me and to conduct a local police contact search with any Police Service in Canada.
- 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.
- I also consent that should I come into contact with any Police agency after the completion of this check while connected to the below named agency, that Brandon Police Service shall have the right to notify that agency.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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 Unit Sergeant at Brandon Police Service.

### 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 offense listed in the schedule to the *Criminal Records Act* and has been pardoned.

**Part 1: Reason for Consent (Please fill out the following):**

I am an applicant for a paid, volunteer or practicum position with a person or organization responsible for the well-being of one or more children or vulnerable persons.

Title of Position:	Name of person or organization:
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**Details regarding the responsibilities towards children/vulnerable person(s):**

<b>Part 2: Consent</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 pardon for, any of the sexual offenses 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 offenses listed in the schedule of the <i>Criminal Records Act</i> in respect of which a pardon was granted or issued, I will be required 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.	
Signature of Applicant:  X	Date:

**NOTE: All applicants and agencies relying on these checks should consult the Standard Operating Guidelines (SOG) and Fact Sheets at [www.brandon.ca](http://www.brandon.ca). If the authenticity of this check is in question, please contact the Criminal Record Check Office at 204-729-2311.**

<b>UNIT 3. POLICE SEARCH RESULTS – One box will be checked for each section</b>	
<input type="checkbox"/> PROS	<input type="checkbox"/> CPIC
<input type="checkbox"/> PIP	<input type="checkbox"/> FIP
<input type="checkbox"/> VS	
<b>1. RESULTS FOR NATIONAL REPOSITORY CRIMINAL RECORD CHECK</b>	
<input type="checkbox"/>	<b>NEGATIVE (not confirmed by prints)</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 <b>did NOT identify any records</b> with the name(s) and date of birth of the applicant. <b>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.</b> 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>NEGATIVE (confirmed by prints)</b> Based solely on the fingerprints, name(s) and date of birth provided by the applicant, a search of the RCMP National Repository of Criminal Records <b>did NOT identify any records</b> associated with the applicant that may be disclosed in accordance with federal laws. 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>CRIMINAL RECORD (not confirmed by prints)</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 <b>has resulted in a POSSIBLE match to a registered criminal record.</b> <b>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.</b> As such, the criminal record information declared by the applicant <b>does NOT constitute a Certified Criminal Record by the RCMP.</b> 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>CRIMINAL RECORD (confirmed by prints)</b> Based solely on the fingerprints, name(s), and date of birth provided by the applicant, a search of the RCMP National Repository of Criminal Records identified that the fingerprints submitted by the applicant were certified as identical to fingerprints registered under criminal FPS number. 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 <b>could NOT be completed.</b> <b>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.</b> 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.
<b>2. RESULTS OF INVESTIGATIVE DATABANK AND LOCAL INDICES RESULTS</b>	
<input type="checkbox"/>	<b>NEGATIVE</b> – No information was revealed that can be disclosed in accordance with Brandon Police Service policy.
<input type="checkbox"/>	<b>POSITIVE</b> – Information that might be relevant to assess the suitability of the applicant was found. See attached.
<b>3. RESULTS OF POLICE VULNERABLE SECTOR VERIFICATION</b>	
<input type="checkbox"/>	Information related to pardoned sex offenses that is disclosed may only be used for the purpose of screening related to the position. It may not be shared with any other organization unless the following conditions are met: <ul style="list-style-type: none"> <li>- 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;</li> <li>- There is a requirement that the VS organization must assess the application; and,</li> <li>- Signed consent is granted by the applicant for the sharing of information with the other organization. For example, the school of a nursing student doing their practicum in a hospital could share the result of the Vulnerable Sector Verification with the hospital administration.</li> </ul>
<input type="checkbox"/>	A search of pardoned sex offenders was <b>NOT</b> conducted.
<input type="checkbox"/>	A search of pardoned sex offenders was conducted. No information was revealed that can be disclosed in accordance with Brandon Police Service policy.
<input type="checkbox"/>	A search of pardoned sex offenders was conducted. Information that might be relevant to assess the suitability of the applicant was found (see attached page).
<b>4. RESULTS OF DECLARATION OF CRIMINAL CONVICTIONS</b>	
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> See Confirmation of Declaration of Criminal Convictions – Appendix “A”
<b>Unit 4: POLICE USE ONLY</b>	
Date of Search:	Processed by: X
Authorized by: X	
<b>NOT VALID UNLESS EMBOSSED WITH POLICE SEAL</b>	
Payment	<input type="checkbox"/> Cash <input type="checkbox"/> Debit    Amount: \$
Receipt #	
Total # of Attached Pages	