



APPLICANT: (PLEASE PRINT CLEARLY)

Date of Application: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Previous Surnames: \_\_\_\_\_ Male  Female  Date of Birth: \_\_\_\_\_  
(Maiden, Adopted, Previous Marriages) Year Month Day

Email Address: \_\_\_\_\_

Residence Phone \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Current Residence (include full address including city/town/province) \_\_\_\_\_

Past Residences (previous 5 years): 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Agency Requiring Check (or reason for Request): 1. \_\_\_\_\_

2. \_\_\_\_\_

## Records Check/Criminal Information Request

I, THE APPLICANT, hereby consent to a reference check to be conducted through the Canadian Police Information Centre and other relevant police records for the purpose of assisting the above agency in assessing my suitability as either an employee or volunteer with the above agency. I authorize that this information, including the results of the reference check, be supplied to the above agency where allowed by law, who will use the information for the purpose intended and will destroy the information following such use. The agency may keep this form on file but will destroy all attachments. I consent to YOUNG OFFENDER information being provided on this form where allowed by law. I also consent that should I come into contact with the police while connected with the above named agency, the Kingston Police shall have the right to notify the agency named above. I also certify that the information set out by me in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant

As the witness to this application, I have confirmed the identification of the applicant

Signature of Witness

Signature of Parent/Guardian  
If applicant is under 18 years of age

Print Name of Witness

## Vulnerable Sector Check

**ATTENTION: This check is to be used by a person 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 a position of authority or trust, or a position where limited supervision exists, relative to those children or vulnerable persons 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. In addition, a person who has signed this form has consented to the disclosure of information obtained in that search to the person or organization who requested the search.**

I 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, 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.

I also consent to information contained in a criminal record, found as a result of a criminal record check for a sexual offence for which a pardon has been granted or issued, being disclosed by a police force or other authorized body to the person or organization referred to above to whom or to which I am applying or have applied for a paid or volunteer position. I understand that as a result of giving this consent, that information will be disclosed by the police force or other authorized body to the person or organization, even though a pardon has been granted or issued for the offence.

### Reason for the Consent

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.

Description of the paid or volunteer position: \_\_\_\_\_

The name of the person or organization is: \_\_\_\_\_

Provide details regarding the children or vulnerable persons: \_\_\_\_\_

Signature of Applicant

As the witness to this application, I have confirmed the identification of the applicant

Signature of Witness

Signature of Parent/Guardian  
If applicant is under 18 years of age

Print Name of Witness

**NOTE:** Both a Police Records/Criminal Information Request and a Vulnerable Sector search **MAY** include suspect information, charges where no convictions were registered (Absolute or Conditional Discharges), charges which resulted in no convictions (charges that were withdrawn, dismissed or resulted in an acquittal), charges which are pending before the courts, charges where the applicant was not fingerprinted, or convictions that have met CPIC purge criteria. These checks may also include information respecting arrests under the Mental Health Act.

### Results of search are indicated on the reverse of this form

Police Use Only

RMS CPIC VS LEIP NCIC Niche



# Kingston Police



## **FOR POLICE USE ONLY**

### The following Police Records were checked in performing this Records Check

- Check of Canadian Police Information Centre (CPIC) and Kingston Police Records (RMS) Yes  No
- Check of other policing jurisdictions (LEIP, NCIC, NICHE) where applicant indicates they have resided. Yes  No
- Check of Pardoned Criminal Records for pardoned sex offences (Vulnerable Sector Check) Yes  No

### The following Police Records were NOT checked in performing this Records Check

Kingston Police were unable to perform local records checks for following Police jurisdictions:

\_\_\_\_\_

**Kingston  
Police  
Seal**

All searches should include the embossed seal of the Kingston Police

Results of the Criminal Records Search are only valid until: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

## **No Criminal Record was identified in the National Criminal Records repository (CPIC)**

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 names 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.

## **There may or may not be a Criminal Record in the National Criminal Records repository (CPIC)**

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.

## **There are additional relevant Police Records.**

Based solely on the name(s) and date of birth provided, additional relevant Police Records were identified. Results of searches of Local Police Records where applicant has indicated they have resided in the last 5 years are attached. All attached pages should be embossed with the Kingston Police seal.

**All attachments must be destroyed by requesting Agency after review and determination of suitability of applicant.**