



## WINDSOR POLICE SERVICE

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May 16, 2022

To whom it may concern:

As of May 17, 2022, the Windsor Police Service will no longer provide hard copy record check results unless under exceptional circumstances. Record check results for applicants that have applied online (that have no information to be released), are now issued in a secure PDF format and contain a Windsor Police Service crest watermark and a digital seal in the lower right hand corner. The restricted form is password protected and is encrypted to protect the privacy of the applicant and prevent illicit editing.

The record check results are uploaded to the applicant's account on our online record check website, <https://www.policessolutions.ca/checks/services/windsor>. The applicant will receive an email notification when their record check results are available for download. They will have to login to their secure account using their username and password to obtain the results and can either print off the record check or forward it by email (password required) depending upon the organization's preference.

Please note that by performing a Police Record Check, the Windsor Police Service is in no way making a recommendation on the suitability of the applicant for the position, nor should the agency consider the existence of information to mean a compulsory disqualification of the individual. It is important to note that information contained within a Police Record Check is based upon information provided by the applicant and the Service cannot guarantee it will identify all information pertaining to the individual. The results of a police record check are provided to the applicant only. It is the choice of the applicant to decide whether they want to discuss the results of a Police Record Check with the requesting agency. The agency is responsible for determining the suitability of the applicant for the position. The result of any Police Record Check is just one component of the information available to, and evaluated by the agency during the hiring process.

If you have any questions or concerns, you may contact the Windsor Police Records Search Unit at 519-255-6700 ext 4129 between the hours of 8 am and 3:45 pm, Monday to Friday or email [windsor@policessolutions.ca](mailto:windsor@policessolutions.ca)

A handwritten signature in blue ink that reads "Dawn Hill".

Dawn Hill  
Director, Information Services  
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