



# WINDSOR POLICE SERVICE

**MUST SELECT ONE**



- CRIMINAL RECORD CHECK
- CRIMINAL RECORD AND JUDICIAL MATTERS CHECK
- VULNERABLE SECTOR CHECK

<b>TO BE COMPLETED BY APPLICANT</b>			Date of Request ____/____/____ yyyy/ mm /dd		
Mailing Address (name, street, city, province, postal code) <b>**Please Print UNDER each heading**</b>					
Last Name		First Name		Middle Name	
# and Street Name		Apt/Unit #	Maiden Name or Other Last Names	Other First Names	
City	Province	Postal Code	Date of Birth ____/____/____ yyyy/ mm /dd	Gender	Other Names
Contact phone number			Email address		

<b>Address History</b> – please fill out if resident address differs from mailing address and/or resided OUTSIDE of the Region in the past 5 years				
Street name # (please state below)		Apt/Unit #	City	Province

<b>Identification</b> – one form MUST be Government issued and include the applicant’s name, date of birth, signature and photo of applicant		
Type of Identification produced	ID number – do <u>NOT</u> record Health or SIN card or bank/credit card numbers	Viewed <input type="checkbox"/>
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**Reason for Request: (please fill out the following) \*\*please complete a Government Agency form if between the ages of 12-18\***  
Specifically state the Reason for Criminal Record Check or Criminal Record and Judicial Matters Check or Vulnerable Sector Check:

**Fill out the below ONLY if request is Vulnerable Sector Check:**  
Name of Employer/Organization/School/Other requesting Vulnerable Sector Check:

Check box of Vulnerable Person(s) you will be responsible for the well-being of (can check off more than one (1) if applicable):  
 Children     Elderly (over 65)     Other – please specify: \_\_\_\_\_

- The Criminal Record Check will include the following information as it exists on the date of the search:**
- Criminal convictions from the Canadian Police Information Centre “CPIC” and/or local databases and Summary convictions for the past five (5) years, when identified
- The Criminal Record and Judicial Matters Check will include all of the above and the following information as it exists on the date of the search:**
- Outstanding entries such as charges and warrants, judicial orders, Probation and Prohibition Orders – as per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency
  - Absolute and Conditional Discharges per the Police Record Checks Reform Act schedule
- The Vulnerable Sector Check will include all of the above and the following information as it exists on the date of the search:**
- In very exceptional cases, there it meets the Public Safety Test, non-conviction dispositions including but not limited to, Withdrawn and Dismissed
  - Not Criminally Responsible by Reason of Mental Disorder
  - All record suspensions for release by the Minister of Public Safety

**CONSENT**

- I hereby authorize the **WINDSOR POLICE SERVICE** to conduct a search based on the names(s), date of birth and declared criminal record history, to obtain the information required to complete the Police Record Check and disclose such information to me. This includes a search of the **WINDSOR POLICE SERVICE** Records Management System (RMS), and the Canadian Police Information Centre (CPIC) database, maintained by the RCMP. This search of the CPIC database includes a search of the Identification Data Bank (known as the National Repository of Criminal Records), the Investigative Data Bank and the Police Information Portal (PIP)
- I hereby release and discharge the **WINDSOR POLICE SERVICE BOARD** and all members and employees of the **WINDSOR POLICE 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 the information to me by the **WINDSOR POLICE SERVICE**. I hereby authorize the **WINDSOR POLICE SERVICE** to inquire into and disclose results of any police records to me including: criminal convictions (summary and indictable); absolute and conditional discharges; and cases of not criminally responsible for reasons of mental disorder; outstanding entries such as charges, judicial orders, probation and prohibition orders 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.
- For Vulnerable Sector Check applicants that are 18 years of age or older:** 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 records suspension (pardon) for, any 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 record suspension 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 Minister of Public Safety, 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 the above that requested the verification, that information will be disclosed to that person or organization
- I understand that the prescribed fee is non-refundable

**Applicant’s Signature:** \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
yyyy / mm / dd

<b>POLICE USE ONLY – Request reviewed and non-refundable fee(s) received by:</b>						
Name	Reg. No	Division	Receipt Number	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Other	<input type="checkbox"/> RCMP
				\$25.00	\$55.00	\$25.00

Personal information contained on this form is collected pursuant to the *Police Service Act s. 41*, and is collected for the purpose of processing a police check. Questions concerning this collection should be directed to the Information and Privacy Co-Ordinator, PO Box 60, Windsor, Ontario, N9A 6J5, 519-255-6700 X4145