



**Criminal Background Checks  
CRIMINAL RECORDS/VULNERABLE SECTOR**

**Criminal record check.**

A criminal record check will determine if a person has been charged or convicted of a crime. *The Youth Criminal Justice Act prohibits a criminal background check for persons under 18 unless applying for employment or volunteering for a Federal, Provincial or Municipal Government Agency.* There are two ways to check if you have a criminal history:

**Name-based criminal record checks**

Using names and dates of birth is the most common way to check a person's criminal history. Name-based criminal record checks are done checking against the Canadian Police Information Centre (CPI) system. They consist of a check of the National Repository of Criminal Records based on a person's name and date of birth. It may also include searches of other national and local databases. Name-based checks have weaknesses in verifying a person's identity due to some last names being the same, differences in spelling, use of nicknames, legal name changes and the intentional changing of names to avoid a record of criminal history.

**Certified criminal record checks**

When name-based criminal record checks do not provide a definite way of confirming a person's identity, you may be asked to provide fingerprints. This is known as a "certified criminal record check." A fingerprint search of the National Repository of Criminal Records is conducted by Canadian Criminal Real Time Identification Services (CCRTIS). A very small number of people have fingerprints that cannot be processed electronically. In these exceptional cases, the police service will submit a paper copy of your fingerprints. **The use of fingerprints for criminal record checks is based on informed consent and includes sharing the results of that information to a third party named by you on the application form.** The fingerprints submitted to CCRTIS for criminal record checks are only used to confirm your identity. At no time are fingerprints added to a database where they could be subject to search.

**Police information check**

It is also known as a police certificate, background check, record check, or reference check. Contact your local police to learn more.

**Vulnerable sector check**

A vulnerable sector check is a police information check plus a check to see if a person has a record suspension (pardon) for sexual offences. Vulnerable sector checks started in 2000 to protect children and vulnerable persons and are governed by section 6.3(3) of the *Criminal Records Act*. It is an offence to conduct a vulnerable sector check if the position does not meet the requirements of the Criminal Records Act. The hiring organization must make the request for a vulnerable sector check. The person being checked provides consent but does not make the request. There is no federal legislation that requires any organization to conduct vulnerable sector checks. Contact your provincial or territorial government for more information. Results of vulnerable sector checks are only made available to organizations located in Canada. Questions concerning vulnerable sector checks should be directed to your local police service.

**Working in the vulnerable sector**

People who volunteer or have jobs where they are in positions of trust or authority over children or vulnerable persons can be asked to obtain a vulnerable sector check. Being in a position of trust or authority is more than just having contact with children or vulnerable persons. To meet the legal requirements for a vulnerable sector check, the nature of the position – not the person – must cause the person to have authority over, or trust of, children or vulnerable persons. Children are defined as being anyone under the age of 18. Vulnerable persons are people who, because of their age, disability or other circumstance, are more vulnerable than others.

The decision to request a vulnerable sector check is made by the hiring company or volunteer organization. If they determine that a position is one of trust or authority over children or vulnerable persons, they can request that an applicant for the position obtain a vulnerable sector check. The person or organization responsible for children or vulnerable persons also decides how often a vulnerable sector check must be repeated.

***I have read and understood the foregoing information.***

|                   |              |
|-------------------|--------------|
| <b>SIGNATURE:</b> | <b>DATE:</b> |
|-------------------|--------------|

**A. BIOGRAPHICAL INFORMATION (to be completed by applicant)**

|   |   |                               |
|---|---|-------------------------------|
| 1. Surname (last name)                                    | 2. Full given name (no initials) underline or circle usual name           | 3. Family name at birth       |
| 4. All other names used (i.e.: Nicknames)                 | 5. Gender:<br>male                      female                      other | 6. Date of Birth (yyyymmdd)   |
| 7. Civic Address (Street Number, Name, Community)         | 8. Telephone (indicate cell or home)                                      | 9. Place of Birth (City/Prov) |
| 10. Previous Names (alias, maiden name, other last names) |   |                               |
| 11. Previous Address (last 5 years)                       |   |                               |
|   |   |                               |
|   |   |                               |

**B. EMPLOYER OR VOLUNTEER ORGANIZATION CONFIRMED BY APPLICANT. (to be completed by applicant)**

|   |               |   |   |
|---|---------------|---|---|
| LETTER ATTACHED   | PLEASE CIRCLE | Y | N |
| 12. Name & Phone # of Employer or Volunteer Organization requesting records check |               |   |   |
| 13. Purpose of Records Check (Volunteer, Employment, Adoption, Other)             |               |   |   |
|   |               |   |   |
| 14. Identity of applicant verified (Driver's lic #, Passport #)                   |               |   |   |

**C. CONSENT TO PERFORM CRIMINAL RECORDS CHECK (to be signed and dated by applicant)**

I consent to a search of all records and information available at the time the search is conducted, including non-conviction information, charges before the courts, findings of guilt or convictions and court orders registered in my name in the National Repository of Criminal Records and local records available to the police service. **I understand that if information or a possible record exists, it will not be disclosed until identification has been confirmed by either myself or by fingerprints.**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**D. CONSENT TO PERFORM VULNERABLE SECTOR CHECK (to be signed and dated by applicant)**

I hereby request and consent to a search being made by the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine if I have been convicted of and have been granted a pardon/record suspension for any of the sexual offences that are listed in the schedule of 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. The police or authorized body will then disclose that information to me.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**If I further consent in writing to disclosure of that information to the employer or volunteer organization referred to above that requested the verification, that information will be disclosed to that person or organization.**

**INFORMATION FOR DISCLOSURE (police use only)**

The following police data banks and records management systems were verified for records of criminal convictions and outstanding criminal charges with the results seen below effective up to the date identified:

**FINGERPRINTS TAKEN:**

|   | POSITIVE | NEGATIVE | NOT COMPLETED | DATE |
|---|----------|----------|---------------|------|
| Canadian Police Information Centre (CPIC)   |          |          |               |      |
| Police Information Retrieval System (NPIRS) |          |          | X             |      |
| Police Reporting Occurrence System (PROS)   |          |          |               |      |
| Police Information Portal (PIP)             |          |          |               |      |
| Provincial Court System (PCS)               |          |          |               |      |
| Vulnerable Sector Check                     |          |          |               |      |

**This police record check is based upon information provided by the applicant and does not necessarily reflect a complete background search from all police agencies on all matters that may be of concern. Positive identification can only be satisfied by fingerprinting comparison for CPIC records.**

Police Chief/Designate: \_\_\_\_\_ Date: \_\_\_\_\_

**The results of this form are not authenticated without an original stamp from the issuing police agency.**