

# Appendix C – Level 1



**Sault Ste. Marie  
Police Service**

## POLICE CRIMINAL RECORDS CHECK POLICE INFORMATION CHECK

**TO BE COMPLETED BY APPLICANT –**

Mailing Address (name, street, city, province, postal code)  
Must Print Legibly under Each Heading– this is your mailing label

Date of Request  
\_\_\_\_/\_\_\_\_/\_\_\_\_  
yy mm dd

Last Name		First Name		Middle Name	
# and Street Name			Apt/Unit #	Maiden Name or other Surnames used	Other First Names
City	Province	Postal Code		Date of Birth ____/____/____ yy mm dd	Place of Birth
Gender					

**Reason for Request (State below) Self Declaration (if applicable)**

Reason (Volunteer, employment, other - please specify job title & company name)		<input type="checkbox"/> Declaration of Criminal Record Attached
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**Identification – one form MUST be Government Issued and include applicant’s name, date of birth, signature and photo of applicant**

Type of I.D. produced	ID number
Type of I.D. produced	ID number

**Contact Information of Applicant**

Residential Phone	Business Phone	Cell Phone
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**The Police Criminal Records Check will include the following information as it exists on the date of the search:**

- Criminal convictions from CPIC and/or local databases and Summary convictions from this police service’s local database.
- Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period.

1. I hereby release and discharge the Sault Ste. Marie 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 Sault Ste. Marie Police Service to inquire into and disclose the results of any police records indicating criminal convictions, conditional and absolute discharges, outstanding criminal charges to me and to conduct a local police contact search with any Police Service in Canada.

2. 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.

**Applicant’s Signature:** \_\_\_\_\_ **Contributing Agency Signature:** \_\_\_\_\_  
(Volunteer Applications Only)

**Part 1: Identification of the Applicant**

Surname	Given Name	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (yy-mm-dd)
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**POLICE USE ONLY****1. RESULTS FOR NAME-BASED CRIMINAL RECORD VERIFICATION**

<input type="checkbox"/>	NEGATIVE	<b>Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant</b> , 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"/>	INCOMPLETE	<b>Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant</b> , a search of the RCMP National Repository of Criminal Records <b>could NOT be completed. 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.
<input type="checkbox"/>	POSSIBLE MATCH (See attached page for details)	<b>Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant</b> , a search of the RCMP National Repository of Criminal Records <b>has resulted in a POSSIBLE match to a registered criminal record. 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. As such, the criminal record information declared by the applicant 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.

**2. RESULTS OF FINGERPRINT COMPARISON SEARCH WITH THE NATIONAL REPOSITORY OF CRIMINAL RECORDS**

<input type="checkbox"/>	NO RECORDS IDENTIFIED
<input type="checkbox"/>	RECORDS IDENTIFIED (See attached page(s) for details)
<input type="checkbox"/>	NOT APPLICABLE

Date of Search      Clerk Signature &amp; Badge #

**► NOT VALID UNLESS EMBOSSED WITH POLICE SEAL**

Personal information contained on this form is collected pursuant to the Police Services Act s.41 and is collected for the purpose of processing this police record check. Questions concerning this collection should be directed to [Police Service to fill in position and address/phone number]