



Annapolis Royal
Police Department

Consent for Disclosure of Criminal Record Information

(Please Print Clearly and Complete All Applicable Fields – Failure To Do So May Delay Your Request)

Please select one of the following reasons for your request: Employment Education Volunteer: Town or Other
(Circle One)

Part 1 (Two pieces of identification are required, one of which must be a photo ID and show current address)

Surname	Given name (1)	Given name (2)	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Tel. No. (incl. area code)
Address (no., street, apt)		City	Province	Postal code
Date of birth (dd-mm-yyyy)	Place of Birth	Driver's License No.	Usual first name or alias	Maiden name
Previous address (if less than 5 years at current address)		City	Province	Postal code
Additional address		City	Province	Postal code

Part 2 (Only complete if you are requesting police to send results to a third party)

I hereby authorize Annapolis Royal Police Department to disclose my personal information to:

Full Name	Name of Organization	Title		
Address (no., street, apt)	City	Province	Postal Code	

Part 3

Waiver and Release

I hereby release and forever discharge the Town of Annapolis Royal, the Annapolis Royal Police Department, their members, employees, agents and assigns from all actions, causes of actions, claims and demands for damages, loss or injury, which may hereafter be sustained by myself, what so ever arising out of the above authorized disclosure of information and waive all rights thereto.

Part 4

This consent is valid for a **period of three (3) months** from the date of signature

Signed this _____ of _____ 20____ Signature of applicant _____
(day) (month) (year)

Part 5 (Read carefully and initial only one for the appropriate record being requested)

The Following is information contained in the records of the Annapolis Royal Police Department or records from other police forces accessible through computer queries and is based on name and date of birth check only. Confirmation as to the authenticity of this form can be made by calling the Annapolis Royal Police Department at (902) 532-2427.

No	Initials	Category of Information for Disclosure	For Official Use Only
1.		Records of criminal convictions found in the Identification Data Bank attainable through the Canadian Police Information Centre (CPIC) for which a pardon has not been granted. CPIC Criminal Record "Level 1" Query Only	<input type="checkbox"/> None Located <input type="checkbox"/> May or May Not Exist**
2.		Records of criminal convictions through CPIC for which a pardon has not been granted plus records of outstanding criminal charges which the Annapolis Royal Police are aware of. CPIC Criminal Record "Level 1" Query and a Persons CPIC Query	<input type="checkbox"/> None Located <input type="checkbox"/> May or May Not Exist**
3.		Records of all criminal convictions, regardless of disposition, where a pardon has not been granted, including records of criminal convictions and summary of police information, any outstanding criminal charges which the Annapolis Royal Police are aware of, and records of discharges which have not been removed from the Identification Data Bank in accordance with the Criminal Records Act. *Vulnerable Sector Search Completed - Additional Consent Form Required. CPIC Criminal Record "Level 2" Query and a Persons CPIC Query	<input type="checkbox"/> None Located <input type="checkbox"/> May or May Not Exist**
4.		Police information located on computer systems (e.g., CPIC, PROS - Police Reporting & Occurrence System, JEIN - Justice Enterprise Information Network and information located through local indices checks including other police agencies through PIP – Police Information Portal. This will include all information related to non-convictions and all charges regardless of disposition. In view of the general nature of this information the requestor MUST confirm this is information pertaining to him/her prior to disclosure. If a discrepancy does exist the requestor should not disclose this information.	<input type="checkbox"/> None Located <input type="checkbox"/> May or May not Exist**

** If the category "May or May Not Exist" has been selected, positive identification and a certified records check can only be obtained through a fingerprint check. Forms for this query can be obtained at any local police agency.

Young Offender Information- The Young Offenders Act makes it an offence to disclose young offender information. In cases where an adult's record contains young offender information or a young offender requests a copy of his/her criminal record information **MUST** be given to the requester. Individuals can disclose their own information, but even with consent the Annapolis Royal Police cannot legally disclose young offender information.

Completed By: (For Official Use Only)

Official: (Signature)	ARPD ID#:	Date:
Official Stamp	Vulnerable Sector	



VULNERABLE SECTOR CHECK

CONSENT FOR A CRIMINAL RECORD CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED

(This form 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 one of authority or trust relative to those children or vulnerable persons and the applicant consents to a search being made in criminal conviction records to determine if s/he has been convicted of a sexual offence listed in the schedule to the Criminal Records Act and been pardoned.)

Identification of the Applicant

Full Name: _____

Sex: _____

Date of Birth: _____

Place of Birth: _____

Address: _____

Previous Addresses (if any) Within the Last Five Years: _____

Reason for the Consent

I am the 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: _____

Consent

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 force or other 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 above that requested the verification, that information will be disclosed to that person or organization.

Confirmation of a conviction for any of the sexual offences that are listed in the schedule to the *Criminal Records Act* where a pardon has been granted can only be obtained through the submission of fingerprints. If this is the case the requestor must provide fingerprints to the requested police agency for submission to the Royal Canadian Mounted Police.

Signature

Date