



TRURO POLICE SERVICE

CRIMINAL RECORD CHECK APPLICATION WITH VULNERABLE SECTOR SCREENING

TRURO POLICE SERVICE

SECTION 1 - CRIMINAL RECORD CHECK SERVICE

To make a request for the Truro Police Service to perform a Criminal Record Check for Employment (payment required) or Volunteer purposes, you have two options:

- The Criminal Record Check service requires a \$25.00 pre-payment to be made at the Truro Town Hall, and attendance at Truro Police Service at 776 Prince Street in person to fill out the form.

or;

- Free Volunteer Criminal Record Checks will be processed for those residents wishing to volunteer with youth programs or other vulnerable persons. Applicant must attend Truro Police Service in person to apply

Notice Of Mandatory Identification Requirements

Two pieces of identification are mandatory, and must be produced, in order to have a background check processed as follows:

- One piece has to be a government issued photo ID such as, but not limited to, a driver's license, passport, citizenship card, permanent resident card, certificate of Indian Status, Federal/Provincial/Municipal employee card, military family identification card.
- The second piece of ID must have your name on it (photo not required), such as, but not limited to, another government issued ID as per above, a birth certificate, library card, student card, except a Social Insurance Number Card, which cannot be used for identification purposes.

Do You Need A Criminal Record Check (CRC) For Employment Or Volunteer Purposes?

CRC's are often requested by individuals who wish to work or volunteer for an Organization that requires a Criminal Record Check prior to employment. CRC information may include:

- Criminal Record information
- Information regarding current status of court cases where the applicant is an accused currently before the courts

Both a Criminal Record Check Request and a Vulnerable Sector search MAY include charges which are pending before the courts or charges where the applicant was not fingerprinted.

SECTION 2 - VULNERABLE SECTOR SCREENING

IMPORTANT: Please give careful consideration to completing the optional Section 2 (Vulnerable Sector/Screening Request) It may be required if you are going to be working or volunteering in an area where you are in contact with vulnerable people. A vulnerable person is defined as a person who, because of their age, a disability, or other circumstances, whether temporary or permanent are:

1. In a position of dependence on others, or
2. Are otherwise at greater risk than the general population of being handed by a person in a position of authority or trust relative to them.

The requirement for this part of a background check is determined by the agency you may be employed by and/or volunteering with.

The Truro Police Service can only complete a Criminal Record Check for residents of the Town of Truro. If you are a non-resident you must make this application to the police service that is responsible for policing in your jurisdiction.

What Sections to Complete:

- 1) Criminal Record Check only -Section 1
- 2) Criminal Record Check with Vulnerable Sector Screening -Sections 1 and 2
- 3) If you are declaring you have a Criminal Record -Section 3

**TRURO POLICE SERVICE
 SECTION 1 – ACCESS TO INFORMATION WAIVER**

I hereby request the Truro Police Service to undertake a record check on myself by searching any information and records to which it has access and which it considers appropriate for the purpose of the search.

I agree that my Criminal background information may include:

- Criminal record information
- Information regarding current status of court cases where the applicant is an accused currently before the courts.

A Criminal Record Check Request MAY include charges which are pending before the courts or charges where I was not fingerprinted

WAIVER AND RELEASE

IN CONSIDERATION, of the compliance with the foregoing authorization, I, for myself, my heirs, executors, administrators, successors and assigns HEREBY RELEASE, WAIVE AND FOREVER DISCHARGE the Town of Truro the Truro Police Commission, the Truro Police Service, the Chief of Police, all their respective agents, officials, servants, contractors, representatives, elected and appointed officials, successors and assigns, and all other police services OF AND FROM ALL claims, demands, damages, costs, expenses, actions, causes of action, whether in law or equity, in respect of death, Injury, loss or damage to my person or property HOWSOEVER CAUSED, resulting or alleged to result from my compliance with the foregoing authorization. And I do further waive any and all rights I may now or hereafter have with respect the release of such records of conviction as set out heretofore.

CONSENT INFORMATION

CPIC data banks will be queried based on the name(s), date of birth and declared criminal record history provided by the applicant in the Investigative Data bank files, Ancillary Data bank files, Identification Data bank files, PROS, PIP, and local police records

As the witness to this application I have confirmed the identification of the applicant.

 APPLICANT SIGNATURE

 DATE

FOR OFFICE USE

FOR OFFICE USE	
SIGNATURE OF WITNESS:	WITNESS (PLEASE PRINT)

Truro Police Service
776 Prince Street
Truro, Nova Scotia, B2N 1G9



T (902) 895-5351 F (902) 893-1629

CRIMINAL RECORDS CHECK

Section 1

This search is not intended for individuals seeking a volunteer and/or employment position with children or vulnerable person(s). (REQUIRES SECTION 2 APPLICATION)

OFFICE USE ONLY

APPLICATION INFORMATION

DATE OF REQUEST	RECEIPT #	RECORDS STAFF INITIALS
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LAST NAME	FIRST NAME
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PHOTO ID CHECK : DRIVER LICENSE # OR OTHER:

MIDDLE NAME	HOME PHONE#:
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DECLARATION OF CRIMINAL RECORD
 I HAVE A CRIMINAL RECORD
 I DO NOT HAVE A CRIMINAL RECORD

EMAIL ADDRESS

OTHER NAMES/MAIDEN NAME/OTHER LEGAL NAME CHANGE

CIVIC ADDRESS	APT/UNIT#
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CITY	PROVINCE	POSTAL CODE
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I HAVE NOT LIVED ANYWHERE ELSE IN PAST **FIVE YEARS** OR LIST THE PREVIOUS ADDRESSES IN THE PAST **FIVE YEARS**

DATE OF BIRTH	SEX	PLACE OF BIRTH	HEIGHT	HAIR COLOUR	EYE COLOUR
MONTH: DAY: YEAR:					

REASON FOR REQUEST: VOLUNTEER EMPLOYMENT OTHER:

ORGANIZATION REQUESTING CHECK:	CONTACT NAME:	CONTACT #:
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OFFICE USE ONLY

RESULTS

NEGATIVE
Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did not identify any records with the name(s) and date of birth of the applicant. 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. 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.

CONFIRMATION OF CRIMINAL RECORD
Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records 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. 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.

INCOMPLETE
Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records could not be completed. Positive identification that a criminal record does not or may 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. 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.
 Fingerprint Submission Required

COMPLETED BY (RECORD STAFF SIGNATURE)	DATE COMPLETED	NOT VALID UNLESS SEALED BY TRURO POLICE SERVICE
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*A Search Of The Rcmp National Repository Of Criminal Records Will Be Conducted Based On The Name (S), Date Of Birth, And Declared Criminal Record History Provided By The Applicant.
Disclaimer: Releasable Information Does Not Include Summary Of Police Information. This Document Does Not Constitute A Certified Record By The Rcmp. This Document May Not Contain All Criminal Record Convictions. A Certified Criminal Record Can Only Be Issued By Courts Based On Submission Of Fingerprints To Rcmp National Repository Of Criminal Records.*



VULNERABLE SECTOR /SCREENING REQUEST - Section 2

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 a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search made of criminal conviction records to determine if the applicant has been convicted of an sexual offence listed in the schedule to the Criminal Records Act and has been pardoned.

APPLICATION INFORMATION		OFFICE USE ONLY		
		DATE OF REQUEST	RECEIPT #	RECORDS STAFF INITIALS
LAST NAME	FIRST NAME	<input type="checkbox"/> PHOTO ID CHECK : DRIVER LICENSE # OR OTHER:		
MIDDLE NAME	HOME PHONE#:	DECLARATION OF CRIMINAL RECORD		
EMAIL ADDRESS		<input type="checkbox"/> I HAVE A CRIMINAL RECORD		
		<input type="checkbox"/> I DO NOT HAVE A CRIMINAL RECORD		
OTHER NAMES/MAIDEN NAME/OTHER LEGAL NAME CHANGE				
CIVIC ADDRESS		APT/UNIT#		
CITY	PROVINCE	POSTAL CODE		
<input type="checkbox"/> I HAVE NOT LIVED ANYWHERE ELSE IN PAST FIVE YEARS OR <input type="checkbox"/> LIST THE PREVIOUS ADDRESSES IN THE PAST FIVE YEARS				

DATE OF BIRTH			SEX	PLACE OF BIRTH	HEIGHT	HAIR COLOUR	EYE COLOUR
MONTH:	DAY:	YEAR:					
REASON FOR REQUEST: <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> EMPLOYMENT <input type="checkbox"/> OTHER:							
ORGANIZATION REQUESTING CHECK:			CONTACT NAME:			CONTACT #:	

OFFICE USE ONLY	
RESULTS	
<input type="checkbox"/> NEGATIVE	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did not identify any records with the name(s) and date of birth of the applicant. 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. 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"/> CONFIRMATION OF CRIMINAL RECORD	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records 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. 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	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records could not be completed. Positive identification that a criminal record does not or may 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. 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"/> Fingerprint Submission Required

COMPLETED BY <i>(RECORD STAFF SIGNATURE)</i>	DATE COMPLETED	NOT VALID UNLESS SEALED BY TRURO POLICE SERVICE
A SEARCH OF THE RCMP NATIONAL REPOSITORY OF CRIMINAL RECORDS WILL BE CONDUCTED BASED ON THE NAME (S), DATE OF BIRTH, AND DECLARED CRIMINAL RECORD HISTORY PROVIDED BY THE APPLICANT.		

TRURO POLICE SERVICE SECTION – 2 CONSENT TO DISCLOSURE OF PERSONAL INFORMATION

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

I also hereby consent to full disclosure of any Information from local records of the Truro Police Service and/or any other police agency(s) to which a copy of this form is provided. I further consent to full disclosure of any Information pertaining to probation, prohibition and other Judicial orders which are in effect. Information contained in the Truro Police Service reply will be valid as of the data of the search . The results will be forwarded to the applicant at the address noted on the application or can be picked up at Truro Police Service. Applicants are responsible for providing these results to requesting organizations.

I agree that my criminal background Information may include:

- Criminal record Information
- Information regarding current status of court cases where the applicant is an accused currently before the courts

My Vulnerable Sector Search MAY include charges which are pending before the courts or charges where I was not fingerprinted.

CONSENT INFORMATION

To conduct a name-based Vulnerable Sector verification a CPIC Agency must be the police service of local Jurisdiction where the applicant resides.

A query of the Identification Data bank, Including pardoned sex offender records will be conducted Truro Police Service will conduct queries based on the name(s), date of birth and declared criminal record history provided by the applicant In local police records, PROS, PIP, and CPIC Investigation data bank.

RELEASE AND DISCHARGE

I hereby release and forever discharge the Town of Truro and all members and employees of the Truro 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 by the Truro Police Service.

APPLICANT SIGNATURE

DATE



DECLARATION OF CRIMINAL RECORD – SECTION 3

Applicant must declare all convictions for offences under federal law. Applicant should not declare a conviction for which the Applicant has received a Pardon in accordance with the Criminal Records Act; A conviction where the Applicant was a "young person" under the Youth Criminal Justice Act; "An absolute or conditional discharge, pursuant to Section 730 of the Criminal Code. An offence for which the Applicant was not convicted; Any provincial or municipal offence, and; Any charges dealt with outside of Canada. Declaration of Criminal Record does not constitute a Certified Criminal record by the RCMP; Declaration of Criminal Record may not contain all criminal record convictions; A Certified Criminal Record can only be issued by CCRTIS based on the submission of fingerprints to the RCMP National Repository of Criminal Records.

I declare the following conviction(s) for offences under Federal Law:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

I hereby declare that the Information provided on this form is true and correct to the best of my knowledge and belief. I acknowledge that this is NOT a Certified Criminal Record.

 APPLICANT SIGNATURE

 DATE