

# Oceanside RCMP Police Information Check

**Oceanside Police Use Only**

Log:

Receipt:

Received at:

**IDENTIFICATION – one form must be photo ID (office use only).**

Type of ID Produced:	Number:
Type of ID Produced:	Number:

**INSTRUCTIONS FOR COMPLETION**

(PERSONAL INFORMATION ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF THE BC FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT & FEDERAL PRIVACY ACT)

Please complete clearly in ink

You must apply in person at the Police Agency in the jurisdiction you reside. At the time of application you must present:

Any applicable fee (see website for costs and payment options).

One piece of current, government-issued photo identification and one piece of identification verifying name and date of birth.

If you are unable to provide proper identification the police agency cannot complete your check.

**Your Police Information Check will review all available law enforcement systems, including any local police records.**

**This check will NOT include: overseas or US records, traffic tickets, Motor Vehicle Act offences or municipal bylaw offences.**

**The results of this check will not be forwarded to a third party**  
(with the exception of confirmed positive Vulnerable Sector responses).

**PART I – PERSONAL INFORMATION (COMPLETED BY APPLICANT)**

LAST NAME	FIRST NAME	MIDDLE NAME(S)
PREVIOUS NAMES (including name changes and birth/maiden name)		SEX (circle one) M F
DATE OF BIRTH (YYYY/MM/DD)	PLACE OF BIRTH:	
ADDRESS (Apartment, street # and name)	CITY	PROV POSTAL CODE
PHONE NUMBER (residence)	PHONE NUMBER (cell)	

**PREVIOUS ADDRESS (LIST ALL ADDRESSES WITHIN THE LAST FIVE YEARS)**

\*Check Completed (office use only)

STREET NAME: _____	CITY: _____	PROVINCE: _____	<input type="checkbox"/> yes <input type="checkbox"/> no
STREET NAME: _____	CITY: _____	PROVINCE: _____	<input type="checkbox"/> yes <input type="checkbox"/> no
STREET NAME: _____	CITY: _____	PROVINCE: _____	<input type="checkbox"/> yes <input type="checkbox"/> no
STREET NAME: _____	CITY: _____	PROVINCE: _____	<input type="checkbox"/> yes <input type="checkbox"/> no
STREET NAME: _____	CITY: _____	PROVINCE: _____	<input type="checkbox"/> yes <input type="checkbox"/> no

**REASON FOR APPLICATION (check appropriate):**  Volunteer (attach letter)  - Employment  Other (specify below)

**Key Contact Name:** \_\_\_\_\_

**Volunteer Agency/Employer Name:** \_\_\_\_\_

**Volunteer Agency/Employer Address and Phone Number:** \_\_\_\_\_

**IS YOUR REQUEST RELATED TO WORK/VOLUNTEERING WITH VULNERABLE PERSONS:**  YES  NO

(if yes – please complete Vulnerable Sector Search Consent FORM 1 on page 2)

Applicant Name	Applicant DOB
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**VULNERABLE SECTOR APPLICANTS:**

**FORM 1 – 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 a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule to the Criminal Records Act and has been pardoned.

**Reason for Consent:**

I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable person(s).

Description of the paid or volunteer position (*what you will be doing*): \_\_\_\_\_

Provide details regarding the children or vulnerable person(s) (*what ages, type of client(s) you will be in authority over*):  
\_\_\_\_\_

**Consent: I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine 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 Minister of Public Safety 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 the 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.**

_____ Signature of Applicant	_____ Date Signed
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**DECLARATION OF A CRIMINAL RECORD (if applicable) – Completed by Applicant**

By declaring any offences of which you have been convicted, your criminal convictions record can be confirmed without needing to submit your fingerprints for verification of your identity and the processing delay that this causes.

- **Please list below** all offences of which a judge has convicted you (whether indictable or summary) and specifically identify the offence, date you were convicted, and place where the offence was committed.
- **Do Not** disclose convictions for which you have received a pardon pursuant to the *Criminal Records Act*, or charges that were dismissed, stayed, or resulted in absolute or conditional discharges.
- **Do Not** disclose offence convictions where you were found guilty of an offence committed while you were a "young person" (younger than eighteen years), pursuant to the *Youth Criminal Justice Act*.

<b>Date of Conviction</b>	<b>Nature of Offence</b>	<b>Location/Jurisdiction</b>

_____ Signature of Applicant	_____ Date signed
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Applicant Name

Applicant DOB

**SEARCH AND DISCLOSURE CONSENT, AND LIABILITY RELEASE**

I request and consent to the **Oceanside RCMP** and its employees searching any policing agency or court databases, based on the information I have provided, in order to locate any records and information in which I am referred to, and to report, by way of this form, any formal criminal records or pending charges that I am the subject of. If I have indicated that I will be working with the vulnerable sector, I also request and consent to the reporting of any documented adverse contact with police, any incident in which no charges were laid, or any matter regulated by provincial statutes, that I am the subject of. I understand that records may continue to exist even if they are no longer listed in particular records database indices.

I understand that information collected as a result of this Police Information Check will only be released **directly to me and not to any third party**; however, I specifically intend to provide the reported information to the employer or volunteer agency that I have listed. I understand that they alone, and not the police, will determine the impact of any reported search results, on whether I obtain the position for which I am being considered. I understand that the accuracy of the reported information, to be disclosed to me, is not and cannot be guaranteed, and may include errors or omissions.

**By my signature below, and for and in consideration of this Police Information Check being completed for me**, the receipt and sufficiency of which I hereby acknowledged, I agree not to bring any legal actions, claims or demands, for losses or damages, including indirect or consequential, that I might sustain by reason of the Police Information Check being performed for me, against the Municipality, its associated Police Board and any employees thereof, and to release them each from any and all liability and any actions, claims or demands, even if arising from their negligence or even gross negligence.

I have read and understood this form, and in particular this section, and by signing below I am consenting to the above terms. By signing, I also certify that the information that I have provided is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date Signed**

**\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\***

<b><u>QUERY TYPE</u></b>	<b><u>Queried by:</u></b>	<b><u>Negative</u></b>	<b><u>Attached</u></b>	<b><u>Date</u></b>
<b><u>CPIC</u></b>				
<b><u>PRIME</u></b>				
<b><u>PIP/LEIP</u></b>				
<b><u>JUSTIN</u></b>				
<b><u>VS – FP REQ.</u></b>				

NOTES (office use only):

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# Oceanside RCMP Police Information Check

The completed application pages to this form have been retained by the issuing agency.

Applicant Name	Applicant DOB
Position and Volunteer Agency, Group or Employer:	

## RESULTS OF CRIMINAL CONVICTION CHECK

**Records of criminal conviction for which a pardon has not been granted, obtainable through the Canadian Police Information Centre (CPIC) National Repository for Criminal Records Identification Data Bank.**

**RESULTS: CRIMINAL RECORD CHECK INFORMATION IS BASED ON NAME AND DATE OF BIRTH ONLY**

**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** for a person with the name(s) and date of birth of the applicant. **Positive identification that a criminal record may or may not exist at the RCMP National Repository for Criminal Records can only be confirmed by fingerprint comparison.** Not all offences are reported to the RCMP National Repository of Criminal Records. A local police indices check may or may not reveal criminal record convictions that have not been reported.

**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.** In order to complete the request, the applicant is required to have fingerprints submitted to the RCMP National Repository of Criminal Record by an authorized police service or accredited private fingerprint company. **Positive identification that a criminal record may or may not exist at the RCMP National Repository for Criminal Records can only be confirmed by fingerprint comparison.** Not all offences are reported to the RCMP National Repository of Criminal Records. A local police indices check may or may not reveal criminal record convictions that have not been reported.

**POSSIBLE MATCH - \*SEE LIST BELOW\***

**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 may or may not exist at the RCMP National Repository for Criminal Records can only be confirmed by fingerprint comparison. The declared criminal record does not constitute a *certified criminal record by the RCMP and may not contain all criminal record convictions.*** Not all offences are reported to the RCMP National Repository of Criminal Records. A local police indices check may or may not reveal criminal record convictions that have not been reported.

## DISCLOSURE OF CRIMINAL CONVICTIONS

DATE	OFFENCE	SENTENCE	LOCATION

**DELAYS MAY EXIST BETWEEN A CONVICTION BEING RENDERED IN COURT AND THE DETAILS BEING ACCESSIBLE ON THE RCMP NATIONAL REPOSITORY OF CRIMINAL RECORDS**

**BASED ON COMPARISON SEARCH WITH THE NATIONAL REPOSITORY OF CRIMINAL RECORDS:**

- NOT APPLICABLE** – NO FINGERPRINT SEARCH CONDUCTED
- NEGATIVE** – CERTIFIES THAT OUR SEARCH DID NOT IDENTIFY ANY RECORDS ASSOCIATED WITH THE APPLICANT THAT MAY BE DISCLOSED IN ACCORDANCE WITH FEDERAL LAW.
- MATCH** – A SEARCH IDENTIFIED THAT THE FINGERPRINTS SUBMITTED BY THE APPLICANT WERE CERTIFIED AS IDENTICAL TO THE FINGERPRINTS REGISTERED IN THE REPOSITORY – SEE ATTACHED RECORD OF CONVICTIONS FROM RCMP OTTAWA.

Applicant Name	Applicant DOB
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**RESULTS OF VULNERABLE SECTOR PARDONED SEXUAL OFFENCES CHECK**

- A vulnerable sector check was not requested.
- A vulnerable sector check for pardoned sexual offences has been conducted based on a name, gender and date of birth and was met with negative results.
- A vulnerable sector check was verified by fingerprints and name could not be associated to any records that may be disclosed in accordance with Federal Laws.
- A vulnerable sector check was verified by fingerprints and a pardoned record was disclosed to the requesting employer/agency as per Form 1 Consent.
- A vulnerable sector check was requested but can't be processed as the hiring agency is outside Canada.

**RESULTS OF INVESTIGATIVE DATA BANK, COURT & LOCAL POLICE INDICES CHECK**

<p><b>Outstanding Charges:</b> Records of outstanding criminal charges and warrants which the police agency is aware of or are indicated within the Investigative Data Bank of CPIC or any other available police computer systems (e.g. BC PRIME, CPIC, JUSTIN and PIP)</p>	<input type="checkbox"/> negative – no information that can be disclosed according to federal laws and policies	<input type="checkbox"/> see below disclosure
<p><b>Other Convictions:</b> Records of conditional or absolute discharges located on police computer systems (e.g. BC PRIME, CPIC, JUSTIN and PIP) <u>This may also include conditional discharges, stay of proceedings, Peace Bonds or other criminal information or convictions located on other police systems.</u></p>	<input type="checkbox"/> negative – no information that can be disclosed according to federal laws and policies	<input type="checkbox"/> see page 3 disclosure
<p><b>Adverse Contact:</b> Police information located on computer systems (e.g. BC PRIME, CPIC, JUSTIN and PIP) and information located through local police indices checks. <u>This may include information related to adverse contact with the police including occurrences where no charges were laid and provincial statutes.</u></p>	<input type="checkbox"/> negative – no information that can be disclosed according to federal laws and policies  <input type="checkbox"/> <b>not requested</b> – applicant does not work with vulnerable sector	<input type="checkbox"/> see page 3 disclosure

**\*\*\*\*If the position involves operation of a motor vehicle, obtain a BC Driver's Abstract from the Superintendent of Motor Vehicles. This Police Information Check does not indicate traffic violation tickets, Motor Vehicle Act or Municipal Bylaw offences\*\*\*\***

**DISCLOSURE OF OUTSTANDING CHARGES/WARRANTS INFORMATION (if applicable)**

DATE	CHARGE & COURT FILE #	POLICE AGENCY	DISPOSITION/RESULT



Applicant Name	Applicant DOB		
<b><u>DISCLOSURE OF CONDITIONAL/ABSOLUTE DISCHARGES/STAY OF PROCEEDINGS /PEACE BOND INFORMATION (if applicable)</u></b>			
<b>DATE</b>	<b>CHARGE &amp; COURT FILE #</b>	<b>POLICE AGENCY</b>	<b>DISPOSITION/RESULT</b>
<b><u>DISCLOSURE OF LOCAL POLICE INDICES ( ONLY FOR VULNERABLE SECTOR APPLICANTS)</u></b>			
<b>POLICE AGENCY/ FILE NUMBER</b>	<b>APPLICANT'S ROLE</b>	<b>OFFENCE</b>	<b>STATUS</b>

Oceanside RCMP will not be responsible for determining whether the results are relevant to any proposed employment or volunteer position. This determination must be made by the employer or volunteer organization in accordance with human rights legislation and employment law.

**NOTE: These results do NOT include checks of U.S.A or other foreign jurisdiction records, traffic violations or municipal bylaw offences.**

\_\_\_\_\_  
Oceanside RCMP  
Authorized Signature

\_\_\_\_\_  
HRMIS / Reg Number

**ROYAL CANADIAN MOUNTED POLICE**  
NCO I/C OCEANSIDE DETACHMENT  
727 WEST ISLAND HIGHWAY  
PARKSVILLE, B.C. V9P 1B9

\_\_\_\_\_  
Date