



## CRIMINAL RECORD REPORT

Please complete this form, printing clearly. The first page is for School District 68 and the reverse side is for the Royal Canadian Mounted Police (RCMP) - Consent for Disclosure of Criminal Record Information. Once both sides are filled out please take to the RCMP for the criminal record check.

Once the criminal record check is completed, please return form to the school where you have applied to volunteer.

### CHAPERONE/TEAM/COACH/SPONSOR IDENTIFICATION

### SECTION 1

Please print legibly

*NOTE: Administrative cost(s) related to processing of this Criminal Record Check shall be the responsibility of the volunteer.*

Name: \_\_\_\_\_  

\_\_\_\_\_ Last
\_\_\_\_\_ First
\_\_\_\_\_ Middle
\_\_\_\_\_ Maiden-if applicable

School at which volunteering \_\_\_\_\_

Home Address: \_\_\_\_\_  

\_\_\_\_\_ Street
\_\_\_\_\_ City
\_\_\_\_\_ Province
\_\_\_\_\_ Postal Code

Telephone No: \_\_\_\_\_ Driver's License No: \_\_\_\_\_ S.I.N.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  

\_\_\_\_\_ Year / Month / Day
\_\_\_\_\_ City
\_\_\_\_\_ Prov/State
\_\_\_\_\_ Country

School District Position: \_\_\_\_\_

### AUTHORIZATION FOR CRIMINAL RECORD CHECK

### SECTION 2

*WHEREAS* I have applied for a volunteer position with the Board of School Trustees of School District 68 (Nanaimo-Ladysmith) and I am required by the Board of School Trustees to disclose whether or not I have any convictions or have been charged under any Federal or Provincial enactment:

*AND WHEREAS* I understand that the disclosure of a criminal record may not necessarily preclude me from the function I have applied for:

*AND WHEREAS* I understand that, if the Board of School Trustees of School District 68 (Nanaimo-Ladysmith) should decide any conviction or charge disclosed might prelude me from the function I have applied for, I will be given an opportunity to see and discuss that criminal record:

I, therefore, authorize the Royal Canadian Mounted Police on my behalf to inquire into and determine whether or not I have a criminal record, and also, make to the *Board of School Trustees of School District 68 (Nanaimo-Ladysmith)* a full and complete disclosure of any criminal record they may find.

To this end I herewith affix my signature:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### AUTHORIZATION FOR FINGERPRINTING

### SECTION 3

If there is a requirement to verify that I do or do not have a criminal record, the police will require my fingerprints. Should they be required, I, therefore, agree to voluntarily submit my fingerprints. I understand that my fingerprints will be returned to me after this check has been completed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CONSENT FOR DISCLOSURE OF CRIMINAL RECORD INFORMATION

**PART 1**

IF COMPLETED MANUALLY, PLEASE PRINT

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 (yyyy-mm-d)	Place of birth	Driver's licence no.	Usual first name or alias	Maiden name/Any other Surname
Previous address if less than 5 years at current address Address (no., street, apt.)		City	Province	Postal code

**PART 2**

Pursuant to Section 8(1) of the Privacy Act of Canada, I hereby authorize the Royal Canadian Mounted Police to disclose my personal information to:

Full name	Title	Name of organization
Address (no., street, apt.)	City	Province Postal code

**PART 3**

**WAIVER AND RELEASE:**  
I hereby release and forever discharge Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns from any and all actions, causes of actions, claims and demands for damages, loss or injury, which may hereafter be sustained by myself, howsoever 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 months from the date of signature.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ Signature of applicant \_\_\_\_\_

**PART 5**

Following is information contained in the records of the RCMP or records from other police forces accessible through computer queries and is based on a name and date of birth check only. **\*\*A record may or may not exist** for the subject of this inquiry, positive identification and a certified criminal records check can only be obtained through a fingerprint check. This can be made with the submission of a complete set of fingerprints to:

**INFORMATION AND IDENTIFICATION SERVICES**  
CANADIAN CRIMINAL RECORD INFORMATION SERVICES  
1200 Vanier Parkway  
OTTAWA, ONTARIO K1A 0R2

**YOUNG OFFENDER INFORMATION** - The Youth Criminal Justice Act/Young Offenders Act make 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, the criminal record information **MUST** be given to the requester. Individuals can disclose their own information, but even with consent the RCMP are not legally permitted to disclose young offender information.

**INSTRUCTION TO REQUESTERS:** The following section contains varying degrees of police information.

- Confirm with the party identified in PART 2, the exact information they require.
- Choose the category which best symbolizes the information you are providing consent for the RCMP to disclose and place your initials in the appropriate INITIALS box.
- The party identified in PART 2 will be advised accordingly of negative checks.
- Checks resulting in possible "hits" for information identified in categories 1, 2 or 3 will require confirmation by the submission of fingerprints.
- You will be required to confirm that information located through the checks stipulated in category 4, is your personal information.
- You may withdraw this consent prior to disclosure.

No.	Initials	Category of Information for Disclosure	FOR POLICE 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.  RCMP: Make 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 attainable through CPIC for which a pardon has not been granted plus records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC.  RCMP: Make 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 criminal convictions and summary of police information (including records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC) attainable through CPIC for which a pardon has not been granted plus records of discharges which have not been removed from the Identification Data Bank in accordance with the Criminal Records Act. This will include all charges regardless of disposition.  RCMP: Make 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. Police Information Retrieval System (PIRS), CPIC, PROS, PRIME, LEIP) and information located through local police indices checks. This will include all information related to non convictions and all charges regardless of disposition.  RCMP: Make Persons Queries on PIRS, CPIC, PROS, PRIME and LEIP. In view of the general nature of this information, confirm with requester this is in fact information pertaining to him/her. Requesters <b>MUST</b> confirm information which pertains to them prior to disclosure. If a discrepancy exists, do not disclose this information.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist

**COMPLETED BY**

Member (signature)	Reg. no.	Unit	Date
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