



# Sault Ste. Marie POLICE

## DECLARATION OF CRIMINAL RECORD

(To be filled out by Applicant)

This form must be completed in order to receive a name-based Criminal Record, which includes Adult Criminal Convictions and associated information from the RCMP National Repository of Criminal Records. Failure to complete this form accurately, will result in an incomplete record check, and require submission of fingerprints to the RCMP National Repository of Criminal Records.

Last Name:	First Name:	Other First Names:	
Maiden Names or Other Last Names:	Other Names:	Date of Birth:	Gender:
Current Street # and Name:	City:	Province:	Postal Code:

### **DECLARATION OF CRIMINAL RECORD**

- A *declaration of Criminal Record* does not constitute a certified criminal record by the RCMP.
- A *declaration of Criminal Record* may not contain all criminal record convictions.
- A certified criminal record can only be issued by Canadian Criminal Real Time Identification Services based on the submission of fingerprints to the RCMP National Repository of Criminal Records.

#### **A declaration MUST include:**

- All convictions for offences under Federal Law.

#### **Declaration must NOT include:**

- A conviction in which you have received a Record Suspension in accordance with the Criminal Records Act.
- A conviction when you were 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- An offence for which you were not convicted (i.e., the charges were withdrawn, dismissed, etc).
- Any provincial or municipal offences.
- Any charges dealt with outside of Canada.

OFFENCE(S)	DATE OF SENTENCE	LOCATION

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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 the Sault Ste. Marie Police Service – Information Services at 705.949.6300 ext. 326 or [saultstemarie@policessolutions.ca](mailto:saultstemarie@policessolutions.ca).

Updated: May 5, 2022