



# SAULT STE. MARIE POLICE SERVICE

## CONSENT FORM

**MUST SELECT ONE**



- CRIMINAL RECORD CHECK
- CRIMINAL RECORD AND JUDICIAL MATTERS CHECK
- VULNERABLE SECTOR CHECK
- VULNERABLE SECTOR WITH BROAD RECORD CHECK (see #6.)  
It is only available to those who may care for or provide a service to a child or youth under the CYFSA, 2017 or IAA, 1998.

<b>TO BE COMPLETED BY THE APPLICANT</b> **Please print legibly UNDER each heading**		Date of Request _____	
		YYYY / MM / DD	
Last Name	First Name	Middle Name(s)	
Apr # / Unit #	# and Street Name		
City		Province	Postal Code
Phone Number(s)		Email Address	

### CONSENT

1. I hereby authorize the SAULT STE. MARIE POLICE SERVICE to conduct a search based on the name(s), date of birth, and declared criminal record history, to obtain the information required to complete the Police Record Check and disclose such information to me. This includes a search of the Service's Records Management System (RMS) and the Canadian Police Information Centre (CPIC) database as maintained by the RCMP. This search of the CPIC database includes a search of the identification databank (known as the National Repository of Criminal Records), the Investigative Databank and the Public Safety Portal (PSP).
2. I hereby release and discharge the SAULT STE. MARIE POLICE SERVICE and all members and employees of the SAULT STE. MARIE 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 to me by the SAULT STE. MARIE POLICE SERVICE. I hereby authorize the SAULT STE. MARIE POLICE SERVICE to inquire into and disclose the results of any police records to me including: criminal convictions (summary and indictable); absolute and conditional discharges; and cases of not criminally responsible for reasons of mental disorder; outstanding entries such as charges, judicial orders, peace bonds, probation and prohibition orders and to conduct a local police contact search with any Police Service in Canada.
3. I certify that the information provided by me in this application is true and correct to the best of my knowledge and belief. I have read this consent, understand it, and agree to it in its entirety.
4. **For Vulnerable Sector Check (VSC) applicants that are 18 years of age or older:** I hereby 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 records suspension (pardon) for any 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 record suspension was granted or issued, I will be requested to provide fingerprints to confirm that record and that record may be provided by the Commissioner of the RCMP to the Minister of Public Safety, who may then disclose all or part of the information contained in that record to a police service or other authorized body. That police service 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.
5. I understand that the prescribed fee(s) for a police record check and/or fingerprints is **non-refundable**.
6. **BROAD RECORD CHECK (if required)**  
I hereby consent to the completion of a Broad Record Check (BRC) as part of my application process. I understand that this check will include the information listed in section 119 of O. Reg. 155/18 under the Child, Youth and Family Services Act (CYFSA) and section 16 of O. Reg. 200/99 under the Intercountry Adoption Act (IAA). I acknowledge that the roles and positions requiring a BRC are outlined in the table in section 121 of O. Reg. 155/18 under the CYFSA and section 18 of O. Reg. 200/99 under the IAA. By providing consent, I authorize the relevant authorities to disclose any necessary information to the appropriate parties involved in the application process. Such information to include:
  - A. Outstanding restraining orders made against the applicant under the Children's Reform Act (s.35) or the Child, Youth and Family Services Act (s. 137 & s. 279.3).
  - B. Every contact between the applicant and the Sault Ste. Marie Police Service for which there is a written record, subject to MFIPPA.
  - C. Every contact between the applicant and the Sault Ste. Marie Police Service in relation to actions taken against the applicant under the Mental Health Act.

<b>APPLICANT SIGNATURE</b>	<b>DATE</b>
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## What this Criminal Record Check will include:

### The Criminal Record Check (CRC) will include the following information as it exists on the date of the search:

- Criminal convictions from the Canadian Police Information Centre "CPIC" and/or local databases and summary convictions for the past five (5) years, when identified.
- *Youth Criminal Justice Act* findings of guilt will be released on applications to government institutions/organizations only.

### The Criminal Record and Judicial Matters Check (CRJMC) will include all of the above and the following information as it exists on the date of the search:

- Outstanding entries such as charges and warrants, judicial orders, peace bonds, Probation and Prohibition Orders – as per CPIC policy, information obtained from the investigative databank must be confirmed and authorized for release by the contributing agency.
- Absolute and conditional discharges within the applicable retention period.

Due to the nature of the Criminal Records Act and the RCMP's rules governing this, only one (1) position and only one (1) Employer/Organization requesting this type of check can be listed on your Police Vulnerable Sector Check (VSC). If you require a Vulnerable Sector Check (VSC) for more than one (1) position/employer/organization requesting this check, you must submit separate applications and pay the necessary fees.

### The Vulnerable Sector Check (VSC) will include all of the above and the following information as it exists on the date of the search:

- In very exceptional cases, where it meets the Public Safety Test, non-conviction dispositions including but not limited to, Withdrawn and Dismissed.
- Not Criminally Responsible by Reason of Mental Disorder.
- All record suspensions (pardons) for release by the Minister of Public Safety as they relate to any sexual offences that are listed in the schedule to the Criminal Records Act.

### The Vulnerable Sector with Broad Record Check (if required and permitted under the CYFSA/IAA) will include all of the above and the following information as it exists on the date of the search:

- A. Outstanding restraining orders made against the applicant under the Children's Reform Act (s.35) or the Child, Youth and Family Services Act (s. 137 & s.279.3).
- B. Every contact between the applicant and the Sault Ste. Marie Police Service for which there is a written record, subject to MFIPPA.
- C. Every contact between the applicant and the Sault Ste. Marie Police Service in relation to actions taken against the applicant under the Mental Health Act.

**When an applicant is applying for a Vulnerable Sector Check (with or without a Broad Record Check), the Sault Ste. Marie Police Service may require a "job description" to be submitted with their application, whether for employment or a volunteer opportunity, outlining their "direct care and control of a vulnerable person" which satisfies the requirement for a Vulnerable Sector Check / Broad Record Check within the description of a vulnerable person in Ontario's Bill 113, the Police Record Check Reform Act, and the Criminal Records Act.**

\_\_\_\_\_Persons requiring record checks for the purposes of **Adoption** are to request a Criminal Records and Judicial Matters Check. (This may be subject to change after January 1, 2025.)

\_\_\_\_\_Persons requiring record checks for the purposes of **Kinship** are to request a Vulnerable Sector Check. (This may be subject to change after January 1, 2025.)

\_\_\_\_\_Persons requiring a **Non-Parent Custody Applicant Record Check** (through Court Order) cannot use the online screening process.