



SAULT STE. MARIE POLICE SERVICE

MUST SELECT ONE



- CRIMINAL RECORD CHECK
- CRIMINAL RECORD AND JUDICIAL MATTERS CHECK
- VULNERABLE SECTOR CHECK
- VULNERABLE SECTOR WITH BROAD RECORD CHECK
(see #6 in the consent section.)
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.

TO BE COMPLETED BY APPLICANT				Date of Request	
Mailing Address (name, street, city, province, postal code) **Please print legibly UNDER each heading**				_____ / _____ / _____ YYYY / MM / DD	
Last Name		First Name		Middle Name(s)	
Maiden Name / Other Names				Place of Birth (City, Prov, Country)	
Do you authorize the SSMPS to release your Maiden/Other Names on the Results of this check?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Apr # / Unit #		# and Street Name		Length of time at this address? Years/Months (See also address history section below.)	
City		Province	Postal Code	Gender	Date of Birth
				YYYY / MM / DD	
Phone Number(s)			Email Address		
Address History – please fill out if resident address differs from mailing address AND/OR resided OUTSIDE of the City in the past 5 years					
# and Street Name		Apt / Unit #	City	Province	# Years @ Address
Identification – one form MUST be Government issued and include the applicant's name, date of birth, signature, and photo of applicant					
Type of Identification produced		ID Number – Do NOT record Health or SIN card		Viewed <input type="checkbox"/>	
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Reason for Request: (please fill out the following)			** if you are between ages of 12-22 please refer to back**		
<input type="checkbox"/> Employment	Name of Agency / Employer / Organization / School / Other:		Position:		
<input type="checkbox"/> Volunteer					
<input type="checkbox"/> Other:	Responsibilities: (May attach job description)				
Fill out ONLY if your request is for a Vulnerable Sector Check (with or without a Broad Record Check required as per consent):					
Identify the Vulnerable Person(s) you will be responsible for the well-being of: [can check off more than one (1) if applicable]					
<input type="checkbox"/> Children		<input type="checkbox"/> Elderly (over 65)		<input type="checkbox"/> Other: (specify)	

What this police criminal record check will include depending upon the type requested:
The Criminal Record Check (CRC) will include the following information as it exists on the date of the search:
<ul style="list-style-type: none"> • 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:
<ul style="list-style-type: none"> • 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.

Personal Information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act, s. 29(1), 32, and the Community Policing and Safety Act, 2019, s. 80(1), and is collected for the purpose of processing a police record check. Questions concerning this collection should be directed to the Sault Ste. Marie Police Service - Information Services (705) 949-6300 x326.

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.

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

- 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).
- Every contact between the applicant and the Sault Ste. Marie Police Service for which there is a written record, subject to MFIPPA.
- 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.

CONSENT

- 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.
- 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.
- 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.
- For Vulnerable Sector Check 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.
- I understand that the prescribed fee(s) for a police record check and/or fingerprints is **non-refundable**.
- 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:
 - 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).
 - Every contact between the applicant and the Sault Ste. Marie Police Service for which there is a written record, subject to MFIPPA.
 - 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.

**TO BE FILLED OUT BY APPLICANTS BETWEEN THE AGES OF 12 – 22
WHEN APPLYING FOR A POSITION WITH A GOVERNMENT AGENCY**

Name of Government Agency _____

Mailing Address _____
(include Postal Code) _____

Contact Name and Position _____

Contact Telephone Number _____

Applicant’s Signature: _____

POLICE USE ONLY - Request reviewed and non-refundable fee(s) received by:

Name and Badge #	Receipt #	<input type="checkbox"/> Volunteer (CRC, CRJMC) \$9.95 plus tax online	<input type="checkbox"/> Employment/Other \$60.00	Fingerprint Fee(s) \$ 25.00 RCMP	Receipt #
		<input type="checkbox"/> Volunteer (VSC) \$30.00	<input type="checkbox"/> VSC/BRC \$100.00	\$ 38.00 SSMPS	