



# Hamilton Police Service POLICE RECORD CHECK APPLICATION

Applicants under eighteen (18) can only apply for their own purposes (Privacy Request) or for a position within a Municipal, Provincial or Federal government agency.

## Section A | To be completed by Applicant

Last Name		First Name		Middle Name
Residential Address   #, Street Name, Apt/Unit #			Other First Name(s)	
City	Province	Postal Code	Maiden Name or Other Last Names Ever Used	
Date of Birth   yyyy/mmm/dd	Sex <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> NOT SPECIFIED		Place of Birth (i.e. City, Province)	
Driver's Licence #			Date of Request   yyyy/mmm/dd	

Contact Information		
Daytime Phone	Secondary Phone	Email Address

Address History Please fill out if residential address differs from mailing address and/or if resided outside City of Hamilton in the past five (5) years.				
# AND STREET NAME	CITY	PROVINCE	COUNTRY	# OF YEARS

Reason for request: Employment    Volunteer    Student Placement    Other (please specify)				Do you have an Adult Criminal Record (convictions only)?
Is this police check for a position with a government agency? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, Complete Section C)				Declaration Completed (must be attached to in-person applications) Yes    No
IS "REASON FOR REQUEST" DEALING WITH THE VULNERABLE SECTOR?      YES    NO    *** IF YES, SECTION D MUST BE COMPLETED ***				

## Section B | To be completed by Applicant

<input type="checkbox"/>	<b>Criminal Record Check</b> This check is intended for applicants who are involved as a volunteer, employee or in any situation where a <b>BASIC</b> Criminal Record Check is requested (e.g. retail or immigration). This check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons. The search will include: - Criminal convictions from CPIC and/or local databases - Summary convictions (previous 5 years) when identified - Findings of guilt under the <i>Youth Criminal Justice Act</i> within the applicable disclosure period**
	<b>Extra copies required #</b> <b>** Note:</b> Youth records will only be provided to agencies that fall under Sec 119(o) of the YCJA (i.e. Federal, Provincial, Municipal agencies)
<input type="checkbox"/>	<b>Criminal Record and Judicial Matters Check</b> This check is intended for applicants who are involved as a volunteer, employee or in any situation where a <b>COMPREHENSIVE</b> Criminal Record Check is requested. This check is NOT intended for applicants seeking to work or volunteer directly with vulnerable persons. The search will include: - Criminal convictions from CPIC and/or local databases - Summary convictions (previous 5 years) when identified - Outstanding entries, such as charges and warrants, judicial orders, peace bonds, probation and prohibition orders - Absolute and Conditional Discharges (for 1 or 3 years respectively) - Findings of guilt under the <i>Youth Criminal Justice Act</i> within the applicable disclosure period**
	<b>Extra copies required #</b> <b>** Note:</b> Youth records will only be provided to agencies that fall under Sec 119(o) of the YCJA (i.e. Federal, Provincial, Municipal agencies)
<input type="checkbox"/>	<b>Vulnerable Sector Check</b> A Vulnerable Sector Check is intended for applicants who will be in a position of trust or authority over children or vulnerable persons in Canada only. (This means more than having contact with children or vulnerable persons.) This search will include: - Criminal convictions from CPIC and/or local databases - Summary convictions (previous 5 years) when identified - Findings of guilt under the <i>Youth Criminal Justice Act</i> within the applicable disclosure period** - Outstanding entries, such as charges and warrants, judicial orders, peace bonds, probation and prohibition orders - Absolute and Conditional Discharges (for 1 or 3 years respectively) - In exceptional cases, where it meets the exceptional disclosure assessment, non-convictions dispositions including but not limited to, dismissed, not guilty, stayed, withdrawn - Not criminally responsible by reason of mental disorder - All records suspensions as authorized for release by the Minister of Public Safety
	<b>NOTE: Extra copies cannot be obtained for Vulnerable Sector Checks</b> <b>** Note:</b> Youth records will only be provided to agencies that fall under Sec 119(o) of the YCJA (i.e. Federal, Provincial, Municipal agencies)

<p>1. I HEREBY RELEASE AND DISCHARGE THE HAMILTON POLICE SERVICE AND THE HAMILTON POLICE SERVICES BOARD AND ALL MEMBERS AND EMPLOYEES OF THE SAID BOARD 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 INFORMATION BY THE MEMBER OF THE POLICE SERVICE. I HEREBY AUTHORIZE THE HAMILTON POLICE SERVICE TO INQUIRE INTO AND DISCLOSE THE RESULTS OF ANY POLICE RECORDS INDICATING CRIMINAL CONVICTIONS, CONDITIONAL AND ABSOLUTE DISCHARGES, OUTSTANDING CRIMINAL CHARGES TO ME AND TO CONDUCT A LOCAL POLICE CONTACT SEARCH WITH ANY POLICE SERVICE IN CANADA.</p>	
<p>2. 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.</p>	
<p>3. I UNDERSTAND THAT THE PRESCRIBED FEE IS NON-REFUNDABLE.</p>	
<p>Applicant's Name   please print</p>	<p>Applicant's Signature</p>

**Section C | To be completed by applicants applying for a position with a government agency (Federal, Provincial or Municipal)**

<p>Name of Government Agency</p>
<p>Address of Government Agency</p>
<p>Position with Government Agency</p>

**Section D | Vulnerable Sector Check To be completed by Applicant**

**THIS SECTION IS RESTRICTED TO APPLICANTS SEEKING EMPLOYMENT AND/OR VOLUNTEERING WITH VULNERABLE INDIVIDUALS.**  
**A Vulnerable Sector check is required when a position (paid or volunteer) is one of authority and trust relative to children or vulnerable persons:**  
 A "CHILD" MEANS A PERSON UNDER THE AGE OF 18.  
 "VULNERABLE PERSONS" MEANS PERSONS WHO, BECAUSE OF THEIR AGE, A DISABILITY OR OTHER CIRCUMSTANCES, WHETHER TEMPORARY OR PERMANENT, (A) ARE IN A POSITION OF DEPENDENCE ON OTHERS; OR (B) ARE OTHERWISE AT A GREATER RISK THAN THE GENERAL POPULATION OF BEING HARMED BY PERSONS IN A POSITION OF AUTHORITY OR TRUST RELATIVE TO THEM.  
 Casual or occasional contact with children or other vulnerable persons do not normally require a Vulnerable Sector check unless the position could lead the organization's clients to have trust in the individual.

**PART 1 | Reason for Consent fill out the following**

**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 PERSONS.**

<p>Name of person or organization</p>
<p>Description of the paid or volunteer position</p>
<p>Details regarding the responsibilities towards the child(ren) or vulnerable person(s)</p>

**PART 2 | Consent**

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 RECORD SUSPENSION 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 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 ROYAL CANADIAN MOUNTED POLICE TO THE MINISTER OF PUBLIC SAFETY AND EMERGENCY PREPAREDNESS, 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 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.

<p>Applicant's Signature</p>	<p>Date   yyyy/mmm/dd</p>
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Personal information is collected on this form pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, s. 28(2), s.32(b) and the *Police Services Act*, s.41 for the purpose of processing this record check. Questions concerning this collection can be directed to: Records Supervisor, Hamilton Police Service, 155 King William Street, Hamilton, Ontario L8R 1A7 (905) 546-4767.