

PLEASE READ PRIOR TO COMPLETING CONSENTS

Instructions for completion of Consent to Disclosure of Personal Information form and Declaration of Criminal Record Information

These forms are the only forms that the RCMP and CPIC will allow to be used for conducting name based criminal record checks. Further, they will not allow any changes to additions to these forms.

1. Identification of Applicant – The top section of this form is for the personal details of the applicant, including surname, first and middle names, maiden or other surnames used, place and date of birth, sex and telephone number.
2. Current and previous addresses – This section is again for the applicants to complete their current and previous addresses for the last 5 years.
3. Reason for consent - This section is for the applicant to indicate if this criminal check is for employment or a volunteer service. The description of position is only for applicants who indicate volunteer on the consent.
4. Search Authorization – In this section the applicant must read and understand the consent they are giving and they must date and sign the block to the right of the consent. If the criminal record check is for employment outside Canada, the applicant must indicate the country of employment in the space provided in the first paragraph.
5. Witness Section – This final section is for the witness signature. The first line, which can be completed by the applicant, is for the name of the company requiring the search (The employer). The second line is for the signature of the witness who verified the identity of the applicant, by reviewing the two pieces of identification and comparing to the applicant. The witness will then print their name below their signature.
6. Identification used – In this section the witness must indicate which two pieces of identification they reviewed. Below we have identified the only acceptable pieces of photo identification permitted.
7. The Applicant's identity must be verified by client or other person **who is neither a family member nor someone with the same last name as the applicant.** They will compare the 2 pieces of ID, one of which **MUST** be an accepted government issued photo ID of applicant and scanned legible copies of both pieces of ID **MUST** accompany this form. If the copies are not legible, they



cannot be processed and they will be returned. 8. Please make sure your ID's are scanned or captured by camera on your cell phone. Remember to disable your flash on your camera.

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9. When completing the consent form, the applicant must indicate the type of identification verified in section D (Identification Verification).

Please see below for a list of the accepted ID's for both the Primary and Secondary ID's. Please note that two Primary ID's will be accepted as well.

Primary Identification accepted:

- Driver's License (issued by Canadian Province or Territory)
- Foreign Driver's License
- Canadian Passport
- Foreign Passport
- Canadian Citizenship Card
- Permanent Resident Card
- Certification of Indian Status
- Student identity card from a foreign institute
- Student identity card from a local institute (with date of birth)
- Firearms Acquisition Certificate
- Firearms Possession Certificate
- Canadian National Institute of the Blind Identification Card
- Federal, Provincial, or Municipal Identification Card
- Taxi/Livery License, City Employee I.D.
- Military Family Identification Card

Secondary Identification accepted:

- Birth Certificate
- Baptismal Certificate
- Hunting License
- Fishing License
- Hospital Card

Please note: Immigration Papers, Health Cards (issued by Canadian Province or Territory) and Social Insurance Number are NOT acceptable for identification purposes.



So you don't need to.

Declaration of Criminal Record

If you have been convicted of a criminal offence in Canada, then this form must be completed and submitted with your consent. The applicant's printed name and signature are required at the top, along with the date of signature. Please indicate as close as possible the date of the conviction, the police service who laid the charge and the offence. The location of the offence is also required. Please read the exemptions at the bottom of the form.