

# Candidate instructions for completing the Canada Criminal Record Verification Informed Consent Form

## General Information

Both pages will need to be completed in full.

All signatures and information must be hand signed. Typed information will not be accepted. Candidates signature on consent form needs to match signature on ID.

## Completing the form

Complete section A, C and 2nd Page.

### FIRST PAGE:

**Section A. Personal Information** – Candidate must provide all personal information including 5-year address history. At least one address needs to be a Canadian address.

**\*Be sure the address on your 2 supplied government ID's are listed in this section.**

**Section B. Reason for the Criminal Record Verification** – Skip this section.

### **Section C. Informed Consent**

- Box for “CPIC Investigative Data Bank” should stay checked, **leave other boxes blank.**

- Candidate must sign, date, and write name of the city/province/territory where the document was signed. Signature needs to match signature on ID.

**Section D. Identification Verification** – Skip this section.

### SECOND PAGE:

Candidate must write their name, DOB, declare all convictions, sign by hand (typed signatures are not acceptable), and date. Again, the signature must match the signature on ID.

## Identification documents

Must provide at least two valid (not expired) forms of identification. One of them needs to be government issued and must include the applicant's photo, name, and date of birth.

**\*\*Please return both pages of the completed document to the representative that provided them to you as well as the two valid ID's.\*\***

## Acceptable forms of identification:

**Photo Identification:** Must include the applicant's photo, name, and date of birth.

- Driver's License (issued by Canadian province or territory) or Nexus Card
- Foreign Driver's License

- Government Employment Card
- Military Employment Card
- Age of Majority Card
- Canadian Citizenship Card
- Indian Status Card
- International Student Card
- Passport, Canadian or foreign
- Permanent Resident Card
- Possession and Acquisition License (PAL)
- Canadian National Institute for the Blind Card (CNIB)

**Non-Photo Identification:** must include the applicant's name and date of birth.

The secondary identification can also be from the above list, or any one of the following:

- Birth Certificate
- Baptismal Certificate
- Hunting License
- Fishing License
- Outdoors Card
- Hospital Card
- Immigration Papers
- Canadian Blood Donor Card (only if date of birth indicated)