



EDMONTON POLICE SERVICE

POLICE INFORMATION CHECK

****Your Police Information Check Certificate will be mailed to you within 7 business days of receipt of payment by the police Information Check Section.****

Check Appropriate Classification:

- | | | |
|---|--|--|
| <input type="checkbox"/> Employment (\$48.00) | <input type="checkbox"/> Security Guard / Locksmith / Private Investigator (\$55.00) | <input type="checkbox"/> Dayhome / Adoption / Kinship (\$48.00) (1 applicant) |
| <input type="checkbox"/> Travel / Work Visa or Permit (\$48.00) | <input type="checkbox"/> Immigration (\$48.00) | <input type="checkbox"/> Dayhome / Adoption / Kinship (\$75.00) (2-5 applicants) |
| <input type="checkbox"/> Post-Secondary Education (\$48.00) | <input type="checkbox"/> Volunteer (\$15.00) | <input type="checkbox"/> Housing (\$48.00) (please attach applications for each applicant) |

Part 1 – Personal Information

Surname / Family Name		First Name in Full		Middle Name in Full		Date of Birth Year Month Day			Sex
All other Maiden / Surnames / Family Names Used				All other First Names / Aliases Used			Place of Birth (City / Province / Country)		
Street Address / Apt. Number				Period of time at Current Residence (Years)		City or Town		Province	Postal Code
Driver's Licence Number		Email Address			Home Phone ()		Cell Phone ()		
Agency Requesting Police Information Check					Position (if applicable, please complete the following section on the Vulnerable Sector)				
1. Do you presently have a criminal record? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, YOU MUST ATTEND Police Information Check Section.									
2. Have you ever legally changed your name? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide previous name: _____									

Part 2 – Vulnerable Sector Search (if applicable)

*****A vulnerable sector search is required for subjects who will be responsible for the well-being of children, the elderly or disabled persons. The primary purpose of a vulnerable sector search is to confirm that the subject has not received a records suspension (pardon) for a sex crimes related conviction.*****

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine if I have been convicted of, and been granted a pardon or 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 pardon or record suspension was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, 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.

- | | |
|--|---|
| 1. Have you ever been fingerprinted for a Vulnerable Sector Search in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No | You must list the age(s) of the children or describe the disability or circumstances of dependence of the vulnerable persons: |
| 2. Have you ever been investigated for a sexual related offence? <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| 3. List all cities / provinces of residence other than Edmonton in the last 5 years: | _____ |
| Location: _____ | _____ |
| Location: _____ | _____ |

Signature of Applicant Consenting to Vulnerable Sector Search

Part 3 - Waiver

I hereby give consent to the Edmonton Police Service to conduct a search for:

- A. Criminal convictions, conditional and absolute discharges and other related information identified in Canada's National Repository of Criminal Records.
- B. Criminal convictions and/or upcoming court for criminal charges before the Alberta courts identified in the Justice Online Information Network.
- C. Current court and/or prohibition orders and current out of province outstanding warrants identified in the Canadian Police Information Centre.
- D. Information obtained from police file(s) in which the applicant was the subject of a criminal police investigation and charges were laid. Information may be released where charges were not laid in situations where a risk to public safety exists. Please be advised that an applicant listed as the subject of a police file(s) has not been convicted of the disclosed occurrence(s).

I further agree that I remise, release, and forever discharge the Edmonton Police Service, the Chief of Police of the Edmonton Police Service, the Edmonton Police Commission, and their administrators, successors, assigns, agents, officers, servants and employees from any and all manner of actions, suits, debts, dues, general damages, special damages, pecuniary damages, costs, interest, claims and demands of every nature and kind at law or in equity under any statute, including but not limited to direct or consequential loss, occasioned by me or my legal representatives, heirs, assigns or agents, arising or in any way related to the police information check process described above.

I understand that any information provided by me for the purposes of this police information check, including fingerprints, may be used or disclosed for law enforcement purposes. The information collected on this form and as part of the police information check process will be collected, used, and disclosed in accordance with the *Freedom of Information and Protection of Privacy Act* or as otherwise provided by law.

By signing this document, I have fully informed myself and understand the above waivers content and meaning and I declare that the information provided is accurate and understand that the information may be verified through police information databases if required. This must be signed in front of a witness who must be an Edmonton Police Service staff member or volunteer, or a designated person.

Signature of Applicant

Signature of Witness

Date

Date

Part 4 – Police Information Check Section Personnel Only – Self-Declaration

This declaration is to be completed by the applicant in the presence of police agency personnel only

Self-declaration of a Criminal Record is a process whereby the applicant declares their adult criminal record convictions to the Police Service in accordance with CPIC policy requirements and federal laws.

Self-Declaration should NOT include:

- Conviction for which a pardon / record suspension has been received
- Youth Convictions (Youth Criminal Justice Act)
- Absolute / Conditional Discharges
- Offences where there were no convictions
- Provincial / Municipal Offences
- Charges dealt with outside of Canada
- Any charges for which you received a stay of proceedings

In order to release criminal convictions identified through a name based query, the Edmonton Police Service must be satisfied that the applicant's declared criminal record information is a match to their registered criminal record held at the RCMP National Repository of Criminal Records. If the Edmonton Police Service is not satisfied that the applicant's declared criminal record information is a match to their registered criminal record held at the RCMP National Repository of Criminal Records **they may require the applicant to submit fingerprints** to the RCMP National Repository of Criminal Records. **Additional fees may apply if fingerprints are required.**

OFFENCE	DATE OF SENTENCE	LOCATION / JURISDICTION

I certify that the information provided above is true and correct to the best of my knowledge and belief. I understand if the information provided is not satisfactory, I will have to submit fingerprints to the RCMP National Repository of Criminal Records to certify the contents of my criminal record.

_____ Signature of Applicant

_____ Date

_____ Authorizing Disclosure Signature

_____ Date

Agency Use Only

Submitted at: Police Information Check Section 3rd Party Agency (please attach Third Party Consent Form)

Downtown Division:	Northeast Division:	Southeast Division:	Southwest Division:	West Division:
<input type="checkbox"/> Headquarters Front Counter	<input type="checkbox"/> Northeast Division Front Counter	<input type="checkbox"/> Southeast Division Front Counter	<input type="checkbox"/> Southwest Division Front Counter	<input type="checkbox"/> West Division Front Counter
<input type="checkbox"/> McDougall Station	<input type="checkbox"/> Calder Station	<input type="checkbox"/> Ottewell Station	<input type="checkbox"/> Old Strathcona Station	<input type="checkbox"/> Summerlea Station
	<input type="checkbox"/> Namao Centre Station			

2 PIECES OF IDENTIFICATION USED ****ONE PIECE MUST BE CURRENT, PHOTO GOVERNMENT ISSUED ID****

<input type="checkbox"/> Driver's Licence	<input type="checkbox"/> Citizenship Card	<input type="checkbox"/> Passport	<input type="checkbox"/> Social Insurance Card	<input type="checkbox"/> National Defense Card
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Permanent Resident Card	<input type="checkbox"/> Indian / Metis Status Card	<input type="checkbox"/> Health Care Card	<input type="checkbox"/> Other (specify): _____

Address on Driver's Licence: _____

Police Information Check Section Personnel Only			Priority <input type="checkbox"/>	If you have any questions regarding the form or the police information check process, contact the Police Information Check Section, Edmonton Police Service, #108, 14315 – 118 Avenue (Nexus Business Park), Edmonton, Alberta, T5L 4S6 or telephone 780-421-2801 or visit our website at www.edmontonpolice.ca/PICS	
<input type="checkbox"/> VS <input type="checkbox"/> No VS	Information to disclose:	Date	Signature	Left Thumb	Right Thumb
	<input type="checkbox"/> CPIC <input type="checkbox"/> EPROS <input type="checkbox"/> JOIN <input type="checkbox"/> Other Disclosure	Verification of Prints by	Proof of Residency (VS Only) <input type="checkbox"/> Yes		
Comments:		FPS <input type="checkbox"/> Yes <input type="checkbox"/> No	Thumbprints used by EPS for verification of criminal record purposes ONLY. They are not entered on National Repository.		
		FPS # _____			
		CRII <input type="checkbox"/> Yes <input type="checkbox"/> No			