



## Criminal Record Check Consent Form Instruction Guide and Additional Information

### CRIMINAL RECORD VERIFICATION Informed Consent Form

#### A. Personal Information

A. Personal Information					
Surname (last name):			Given names(s):		
Surname (last name) at birth:			Former name(s):		
Place of birth (City, Province/State, Country):					
Date of birth (YYYY-MM-DD):			Sex (check one) <input type="checkbox"/> Female <input type="checkbox"/> Male		
Phone number(s):			Email address:		
Current Home Address					
Number	Street		Apartment	City	Province/Territory/State
Postal/ZIP code					
Previous Address(es) Within the Last 5 Years (attach additional page if necessary)					

Section A. of the Criminal Record Verification Informed consent form is the section in which the candidate fills in their personal information required to perform a criminal record check. All fields are to be completed in Section A. for the consent form to be accepted. With regards to the address fields, only Canadian addresses are applicable. If a candidate only has one applicable Canadian address than the Previous Address(es) section can be left blank. This section is to be completed before the candidate signs the consent form.

#### B. Reason for the Criminal Record Verification

B. Reason for the Criminal Record Verification	
Reason for Request (example: Employment – Employer – Job Title):	
Organization Requesting Search:	
Contact Name:	Contact Phone Number:

Section B. of the Criminal Record Verification Informed consent form is the section which is filled out by the landlord or company requesting the verification.

Reason for Request: Tenant Screening

Organization Requesting Search: Put your name with landlord beside it unless you have an organization name.

Contact Name: Your Name

Contact Phone Number: Your Phone Number



**C. Informed Consent**

<b>C. Informed Consent</b>		
<p><b>SEARCH AUTHORIZATION – I HEREBY CONSENT TO THE SEARCH OF the RCMP National Repository of Criminal Records based on the name(s), date of birth and where used, the declared criminal record history provided by myself. I understand that this verification of the National Repository of Criminal Records is not being confirmed by fingerprint comparison which is the only true means by which to confirm if a criminal record exists in the National Repository of Criminal Records.</b></p>		
<p><b>POLICE INFORMATION SYSTEM(S) – I HEREBY CONSENT TO THE SEARCH OF police information systems, as part of a Police Information Check, which will consist of a search of the following systems (check applicable):</b></p> <p><input type="checkbox"/> CPIC Investigative Data Bank                      <input type="checkbox"/> Police Information Portal (PIP)</p> <p><input type="checkbox"/> OTHER:</p>		
<p><b>AUTHORIZATION AND WAIVER to provide a confirmation of criminal record or any police information.</b></p> <p>I certify that the information set out by me in this application is true and correct to the best of my ability. I consent to the release of the results of the criminal record checks to <input type="text"/>, located in <input type="text"/>. <small>Company Name    City and Country</small></p> <p>I hereby release and forever discharge all members and employees of the processing Police Service and the Royal Canadian Mounted Police 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 <input type="text"/> to <input type="text"/>, <input type="text"/>. <small>Name of Processing Police Service                      Company Name    City and Country</small></p>		
<p>Signature of Applicant</p> <input type="text"/>	<p>Date</p> <p>Year – Month – Day</p> <input type="text"/>	<p>Signed at</p> <input type="text"/> <input type="text"/> <small>City    Province/Territory</small>

Section C. of the Criminal Record Verification Informed consent form is to be completed by the candidate or the company representative indicating the level of criminal record search. The candidate must indicate if they are consenting to a Standard CPIC Search (CPIC Investigative Data Bank only) or a Premium CPIC Search which is both the CPIC Investigative Data Bank and Police Information Portal Search. The candidate must complete the Signature of Applicant, Date and Signed at fields. **\*\*Do not change or edit the Authorization and Waiver area. This must remain as is or the form will be rejected\*\***

**D. Identification Verification**

<b>D. Identification Verification</b>		<input type="checkbox"/> Physical Identity Verification	<input type="checkbox"/> Electronic Identity Verification
Witnessing Agent's Name:	<input type="text"/>	Identification Verified:	<input type="text"/>
Witnessing Agent's Signature:	<input type="text"/>	Type of Photo ID Viewed (Government Issued) & Secondary ID	<input type="text"/>

Section D. of the Criminal Record Verification Informed consent form is to be completed by the landlord or a company representative indicating that they have witnessed the completion of the consent form and the provided ID's belong to the candidate. All boxes must be completed. The Physical Identity Verification box must be checked. The witness must complete their name, signature and that the ID has been verified. The witness must also indicate the types of ID's provided in the Type of Photo ID Viewed box. All boxes must be completed accordingly for the consent form to be accepted.

**Completions of Section A, B and C prior to signing.** Candidates should not be signing consent forms where Section A, B and C are not completed. The consent form contains authorization to release information to the parties involved and this information must be provided to the candidate prior to them signing the consent form.

**Clear Consent Forms.** Consent form information must be clear and legible. If the information is not able to be clearly read in all sections, the consent form will be returned.