



# EDMONTON POLICE SERVICE

## POLICE INFORMATION CHECK APPLICATION

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

**Check Appropriate Classification:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Employment (\$76.00)                   | <input type="checkbox"/> Security Guard / Locksmith / Private Investigator (\$76.00) | <input type="checkbox"/> Dayhome / Adoption / Kinship (1 applicant) (\$76.00)              |
| <input type="checkbox"/> Travel / Work Visa or Permit (\$76.00) | <input type="checkbox"/> Immigration (\$76.00)                                       | <input type="checkbox"/> Dayhome / Adoption / Kinship (2-5 applicants) (\$125.00)          |
| <input type="checkbox"/> Post-Secondary Education (\$50.00)     | <input type="checkbox"/> Volunteer (\$15.00)   | <input type="checkbox"/> Housing (\$76.00) (please attach applications for each applicant) |

**Part 1 – Personal Information**

Surname / Family Name		First Name in Full		Middle Name in Full		Date of Birth			Sex
						Year	Month	Day	
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 / Employer / Volunteer Organization / Post-Secondary Institution, etc. Requesting Police Information Check					Position / Title (i.e. Nurse, Teacher, Warehouse Worker, Coach)				

1. Do you presently have a criminal record?  Yes  No If yes, **YOU MUST ATTEND Police Information Check Section.**
2. Have you ever legally changed your name?  Yes  No If yes, please provide previous name: \_\_\_\_\_

**Part 2 – Vulnerable Sector Check**

**(must be completed if you will be responsible for the well-being of children, the elderly and people with disabilities)**

Completed when required by the Requesting Agency because you will be responsible for the well-being of children, the elderly, people with disabilities or other vulnerable populations. It is the Police Service that verifies that the position meets the requirements for a Vulnerable Sector Check (<http://www.rcmp-grc.gc.ca/en/types-criminal-background-checks>). A Vulnerable Sector Check is required when you will be in a position of trust or authority of vulnerable persons including children, the elderly and people with disabilities. A Vulnerable Sector Check involves a search of the automated criminal records (pardoned sex offender) retrieval system maintained by the Royal Canadian Mounted Police (RCMP) to identify the existence of sex offences for which a record suspension or pardon exists. A Vulnerable Sector Check also includes a search of local police records to determine if any patterns of behavior exist that may result in harm to a vulnerable person.

**I consent** to a search being made in the automated criminal records retrieval system maintained by the RCMP to find out if I have been convicted of, and have been granted or issued a pardon for, any of the sexual offences that are listed in the schedule to the *Criminal Records Act*. I understand that if, as a result of giving this consent, a search discloses that there is a record of my conviction for one of the sexual offences listed in the schedule to the *Criminal Records Act* in respect of which a pardon was granted or issued, that record shall be provided by the Commissioner of the RCMP 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. I understand that the Police Service will not disclose this information to the Requesting Agency without further consent from me.

List all cities / provinces of residence other than Edmonton in the last 5 years:	Brief description of the position you are applying for and identify the vulnerable population you will be in a position of trust or authority over (i.e. children, persons with disabilities, the elderly):
Location: _____	_____
Location: _____	_____
Location: _____	_____
_____	
Signature of Applicant Consenting to Vulnerable Sector Check	

**Part 3 – Consent and Waiver**

- I consent** to the Edmonton Police Service (the "Police Service") to conduct the following searches about me:
- A. Criminal convictions, conditional and absolute discharges and other related information about me contained in Canada's National Repository of Criminal Records.
  - B. Criminal and provincial statute dispositions and any pending criminal or provincial statute charges before the Alberta courts as identified in the Justice Online Information Network.
  - C. Current court orders, warrants, prohibition orders, probation orders, peace bonds, recognizance orders in Alberta and current outstanding out of province warrants identified in the Canadian Police Information Centre.
  - D. Information obtained from local police records, which may include a query of the Police Information Portal, in which I was the subject of a police investigation where a risk to public safety exists. A decision to disclose information described here in Section D will be made by the Police Service upon consideration of several factors including the nature of the responsibilities of the position applied for, the individuals with whom I will be interacting, the frequency and recency of the occurrences, any demonstrated patterns of behavior and the reliability of the information contained in the records.

A police record consists of information created or gathered by police. It may include information such as criminal charges and convictions, non-conviction information such as acquittals, findings of not criminally responsible by reason of mental disorder, stays of proceedings, participation in alternative measures and other diversionary programs, investigations and occurrences that did not result in charges being laid. A police record may also include non-criminal contact with police. Even if you have never been charged or convicted of an offence, a police record may exist as a result of an interaction with the police, including interactions due to mental health issues or as a result of an investigation conducted by police, whether you knew about the investigation or not. Information created or gathered by police is retained in accordance with the Police Service's records retention schedule. If you require further information about the Police Service's retention schedule, please contact the Police Service's Police Information Check Section.

**I consent** to the Police Service to use any and all information about me that it has found after completing the above identified searches, including information obtained from local police records, to complete a Police Information Check and I give my consent to the Police Service to disclose the results of the searches to me in a Police Information Check. I understand that it is my decision whether I provide the results of the searches to any other person or organization. I understand that further information about the Police Information Check process is available in the *Alberta Police Information Check Disclosure Procedures* which are available on the Police Service's website.

I remise, release and forever discharge the Police Service, the Chief of Police of the Police Service, the Police Service's Police Commission and all of their administrators, successors, assigns, agents, officers, servants and employees from any and all demands or claims of every nature and kind at law or in equity including, without limitation, all manner of actions, suits, debts, dues, general damages, special damages, pecuniary damages, costs or interest, incurred by me or my legal representatives, heirs, assigns or agents and arising from or in any way related to my participation in the Police Information Check process and the obtaining of a Police Information Check.

The information collected on this form and the information collected, used and disclosed as part of this 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 form or by accepting an electronic consent, I confirm that I have fully informed myself and understand the content, meaning and effect of this consent and release of liability and I declare that the information provided by me is accurate and may be verified by the Police Service through police information databases if required.**

_____	_____	_____
Signature of Applicant	Date	Date Application Submitted to EPS
_____	_____	
Signature of Witness (EPS Member or Designate)	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

<b>Agency Use Only</b>					
Submitted at: <input type="checkbox"/> Police Information Check Section <input type="checkbox"/> 3 <sup>rd</sup> Party Agency (please attach Third Party Consent Form)					
Downtown Division: <input type="checkbox"/> Headquarters Front Counter	Northeast Division: <input type="checkbox"/> Northeast Division Front Counter	Northwest Division: <input type="checkbox"/> Calder Station	Southeast Division: <input type="checkbox"/> Southeast Division Front Counter	Southwest Division: <input type="checkbox"/> Southwest Division Front Counter	West Division: <input type="checkbox"/> West Division Front Counter
2 PIECES OF IDENTIFICATION USED <b>**ONE PIECE MUST BE CURRENT, PHOTO GOVERNMENT ISSUED ID**</b>					
<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: _____					

<b>Police Information Check Section Personnel Only</b>			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 <a href="http://www.edmontonpolice.ca/PICS">www.edmontonpolice.ca/PICS</a>	
<input type="checkbox"/> VS <input type="checkbox"/> No VS	Information to Disclose <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 PIP Required <input type="checkbox"/> Yes		
Comments:		FPS <input type="checkbox"/> Yes <input type="checkbox"/> No FPS # _____ CRII <input type="checkbox"/> Yes <input type="checkbox"/> No	Thumbprints used by EPS for verification of criminal record purposes ONLY. They are not entered on the National Repository.		
Date Received On:			Received By:		
Date Processed On:			Processed By:		

The personal information on this form will be collected, used, and disclosed for the purposes outlined in Sections 33 to 43 of the *Freedom of Information and Protection of Privacy (FOIPP) Act* and other legal requirements where they are consistent with the *FOIPP Act*. If you have any questions regarding the collection of information, contact the Edmonton Police Service, Freedom of Information and Protection of Privacy Unit, 9620 – 103 A Avenue, Edmonton, Alberta, T5H 0H7.