



**Corra Group
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Canada Nationwide CPIC Release Requirement Update

INSTRUCTIONS

The specified release forms necessary to process a CPIC (Canadian Police Information Centre) request have changed. Please complete the attached 2 forms and upload to your search along with two forms of identification: one government issued, as well as a secondary ID.

Section A – Personal Information

- Provide all names, including: given name(s); surname; middle names; maiden name (s) (if applicable); any names that were changed in accordance with a legal name change (if applicable).
- Place of birth, including city, province, state and country, date of birth, sex (male or female), current phone number with area code, and email address are all to be completely filled out.
- If landed immigrant/permanent resident status, date of when documentation starts.
- Current address and all addresses within the last five years are all to be listed even if additional pages are necessary.

Section B – Reason for the Criminal Record Verification

- Reason for the criminal record check should be stated; whether it be for employment, school or volunteer purposes. If for employment, the position needs to be stated.
- The organization requesting the search, the contact name from that organization, and that person's business contact number from that organization must be listed.

Section C - Informed Consent Form

- Check the box for CPIC Investigative Data Bank ONLY
- Fill in End User Company Name and City and Country
- The authorization and waiver section should be left BLANK. Do not complete the *Name of Processing Police Service and Company Name, City and Country*
- The applicant must fully complete and put their hand-written signature (*in "wet ink" only, not an electronic, digital or copy and pasted signature*) in the presence of an authorized representative.
- The applicant must input what date the consent was signed and the City and Province/Territory where they signed the consent form.

Section D – Identification Verification

- Hiring company is the witnessing Agent. The authorized representative (who is not a family member), will witness in writing by printing and signing their own name (in "wet

ink” only, not an electronic, digital or copy and pasted signature) and leave Identification Verification section blank (documents will be provided with the form)

Declaration of Criminal Record Form

- The Applicant to fill in all name fields (first, middle, last) and date of birth, indicate all convictions, then sign (in “wet ink” only, and not an electronic, digital or copy and pasted signature) and date.
- Do not complete the section *Verified by Police Officer and Signature of Police Officer*

Identification Requirements

- The applicant must produce at least two valid (*not expired*) pieces of identification, with minimum of one being government issued that includes applicant’s name, date of birth, sex, signature and photo.
- If the current home address listed on the Informed Consent is not on the identification provided proof of address in a third identification is required and must be dated within the past 30 days. (e.g. utility bills, government issued mail, bank statement, rental lease agreement)

Acceptable PRIMARY forms of VALID government issued photo identification:

- Driver’s License (issued by Canadian province or territory)
- Foreign Driver’s License
- Canadian/Foreign Passport
- Canadian Citizenship Card
- PR (Permanent Resident Card)
- Military Employment Card and MFID (Military Family Identification Card)
- International Student Identity Card (Includes Canada, must be current)
- Indian Status Card
- PAL (Possession & Acquisition License issued by the Chief Firearms Office)
- FAC (Firearms Acquisition Certificate)
- CNIB (Canadian National Institute for the Blind Identification Card)
- Provincial Photo ID
- FAST/NEXUS Card
- Federal, Provincial or Municipal Identification Card

Acceptable SECONDARY forms of VALID government issued non-photo identification:

- Birth Certificate
- Baptismal Certificate
- Marriage Certificate
- Hunting License
- Outdoors Card
- Canadian Blood Donors Card
- Immigration Papers

**CRIMINAL RECORD VERIFICATION
Informed Consent Form**

A. Personal Information

Surname (last name):	Given name(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)					
_____ _____ _____					

B. Reason for the Criminal Record Verification

Reason for Request (example Employment - Employer - Job Title):	
Organization Requesting Search:	
Contact Name:	Contact Phone Number:

C. Informed Consent

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.

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):

CPIC Investigative Data Bank Police Information Portal (PIP)

OTHER:

AUTHORIZATION AND WAIVER to provide a confirmation of criminal record or any police information.

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 _____, located in _____

Company Name City and Country

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 _____ to _____, _____

Name of Processing Police Service Company Name City and Country

Signature of Applicant	Date	Signed at
	Year Month Day	City Province/Territory

D. Identification Verification Electronic Identify Verification

Witnessing Agent's Name:	Identification Verified:
Witnessing Agent's Signature	Type of Photo ID Viewed (Government Issued) & Secondary ID

Name and location of the company where information will be stored in Canada:

****Information related to this criminal record check is collected, retained and disclosed in accordance with applicable privacy legislation.****

CRIMINAL RECORD VERIFICATION
Declaration of Criminal Record Form

Declaration of Criminal Record

This form is required to be filled out and attached to your Informed Consent Form for a Criminal Record Verification.

Surname (last name) _____ Given name(s) _____ Date of Birth _____
YYYY-MM-DD

Information is collected and disclosed in accordance with federal, provincial and municipal laws.

A Declaration of Criminal Record does not constitute a Certified Criminal Record by the RCMP and may not contain all criminal record convictions.

Applicants must declare all convictions for offences under Canadian federal law.

Do not declare the following:

- A conviction for which you have received a Record Suspension (formerly pardon) in accordance with the *Criminal Records Act*;
- A conviction where you were a "young person" under the *Youth Criminal Justice Act*;
- An Absolute or Conditional Discharge, pursuant to section 730 of the *Criminal Code*;
- An offence for which you were not conviction;
- Any provincial or municipal offence, and;
- Any charges dealt with outside of Canada.

Note that a Certified Criminal Record can only be issued based on the submission of fingerprints to the RCMP National Repository of Criminal Record.

Offence	Date of Sentence	Court Location

Signature of Applicant

Date (YYYY-MM-DD)

Verified By:

Name of Police Officer

Signature of Police Officer