

POLICE CONSENT TO DISCLOSURE OF PERSONAL INFORMATION FOR EMPLOYMENT PURPOSES

(PLEASE PRINT LEGIBLY) (ALL APPLICABLE BOXES MUST BE COMPLETED IN FULL BY THE APPLICANT AND MUST BE LEGIBLE)

Surname (Provide previous name(s) prior to application if applicable)		First Name	Second Name
Maiden Name or Other Surnames Used (if applicable):		Place of Birth (If other than Canada, please also note date of entry to Canada):	
Date of Birth (YY-MM-DD) - -	Sex	Phone #	Driver's Licence Number

Number	Street	Apt/Unit	City/Province/Country	Postal Code
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Provide previous addresses if you did not reside at the above address for more than five years

Number	Street	Apt/Unit	City/Province/Country	Postal Code
Number	Street	Apt/Unit	City/Province/Country	Postal Code

Note: Information is Collected and Disclosed According to section 42 of the Freedom of Information and Protection of Privacy Act, 29(1) & 32 of the Municipal Freedom of Information and Protection of Privacy Act and the Personal Information and Electronic Documents Act, if applicable.

<p>SEARCH AUTHORIZATION: I HEREBY CONSENT TO THE SEARCH OF:</p> <p>A. Criminal Record (Adult) - for Employment purposes</p> <p>I understand that a search of the RCMP National Repository of Criminal Records will be conducted based on the name(s), date of birth, provided by me.</p> <p>RELEASE AUTHORIZATION AND WAIVER Authorization to Release Clearance Report or Any Police Information</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 a Criminal Record or any Criminal Information to APEX Pre-Employment Screening Services (2230081 Ontario Inc.)</p>	<p>I hereby release and forever discharge all members and employees of the processing Police Service 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 processing Police Service to APEX Pre-Employment Screening Services (2230081 Ontario Inc.)</p> <p>Signed this _____ day of _____, 20_____</p> <p align="center">X <hr/> (Signature of Applicant)</p>
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Note: The presence of information does not necessarily mean the applicant will be disqualified from the position by the organization.

EMPLOYMENT ORGANIZATION REQUESTING SEARCH	

X Signature of Representative Witnessing Applicant?	_____ Type of ID Viewed (Please follow the Instructions below)

IMPORTANT - PLEASE NOTE:

An applicant **MUST** provide two pieces of identification, one of which **MUST** be government-issued and include the applicant's name, date of birth, signature and photo of the applicant. Copies of the identification documents **MUST** be attached and sent in with the signed Consent Form. Photocopies of the identification **MUST BE CERTIFIED BY THE WITNESS** who will confirm that the Applicant signing is the individual on the government-issued photo identification by comparing the signature on the government-issued identification to the signature on the Consent Form. **Note: Health Cards (issued by Canadian Province or territory) and Social Insurance Number's (SIN) are NOT acceptable for identification purposes.**

CONSENT TO DISCLOSURE OF PERSONAL INFORMATION

DECLARATION OF CRIMINAL RECORD INFORMATION

APPLICANT MUST DECLARE ALL CONVICTIONS FOR OFFENCES UNDER FEDERAL LAW

Printed Name of Applicant

Signature of Applicant

Date Signed – Year/Month/Day

Signature of Police Personnel

CONVICTION DATE	OFFENCE (and POLICE SERVICE if known)	LOCATION OF OFFENCE

DO NOT LIST ANY OF THE FOLLOWING OFFENCES ON THIS FORM:

A conviction for which the Applicant has received a Pardon in accordance with the Criminal Records Act

A conviction where the applicant was a “young person” under the Youth Criminal Justice Act

An Absolute Discharge or Conditional Discharge pursuant to section 730 of the Criminal Code

An offence for which the applicant was not convicted

Any provincial or municipal offence

Any charges dealt with outside of Canada

Declaration of Criminal Record does not constitute a Certified Criminal Record by the RCMP

Declaration of Criminal Record may not contain all criminal record convictions

A Certified Criminal Record can only be issued by CCRTIS based on the submission of fingerprints to the RCMP National Repository of Criminal Record.

BackTrack Pre Employment Screening

FOR CANADA WIDE CRIMINAL BACKGROUND CHECKS (Acceptable Government Issued) Photo Identification

- Driver's Licence (issued by Canadian province or territory)
- Foreign Driver's Licence
- Canadian Passport
- Foreign Passport
- Canadian Citizenship Card
- Permanent Resident (PR) Card
- Certificate of Indian Status
- Student Identity Card from a foreign institute
- Firearms Acquisition Certificate (FAC)
- Canadian National Institute of the Blind (CNIB) Identification Card
- Federal, Provincial or Municipal Identification Card
- Military Family Identification Card (MFID)

Note: Health Cards (issued by Canadian Province or territory) and Social Insurance Number's (SIN) are NOT acceptable for identification purposes.

Any of the pieces also on the Primary list can also be used as 2nd or

Student card
Library Card
Credit card
ATM card
Household bill
Driver abstract
Liquor age of majority card
High school diploma
University degree with their name on it
Record of employment
T4 Slip
Direct Deposit Slips
Cancelled Cheque
Smart serve card
HBC rewards card
Air Miles Card
Credential Certificate e.g. Welder– Millwright-Electricians, Nursing,
Union Card
Legion Membership Card
Costco Card – (Photo copy side with name and photo)
First Aid Certificate
Military Reserve card
Marriage licence
Birth Registration
Security Guard or P.I. Licence

Anything with their name on as long as it matches the name on the primary government photo id. The only thing they will not accept is the SIN or Health Card # due to privacy laws.

New Police Requirements for Criminal Background Checks

Identity Verification

The Applicant must provide the following prior to undergoing a name-based criminal record check when appearing in person in front of one of our clients/and or their agents.

Two (2) pieces of valid identification must be provided by the Applicant; **one must be government-issued and contain the Applicant's name, date of birth, signature and photo.**

The second piece of identification must allow you to validate the identity of the applicant. Below is a list of acceptable photo identification.

Legible copies of the identification documents must be physically verified by an authorized representative of your company and/or client and copies of the (2) pieces of identification seen must be forwarded to us with the Consent Form.

The Applicant must fully complete and sign the Informed Consent Form in the presence of an authorized representative of your company and/or client who will witness in writing on the bottom of the Police consent form under "Organization Requesting Search".

The Applicant should also provide all Applicant names, including: given name(s); surname; maiden name (if applicable); and nee name(s) that were changed in accordance with a legal name change (if applicable). This information is provided to facilitate the criminal record name check process.

The RCMP (Royal Canadian Mounted Police) CPIC system will no longer provide criminal record conviction details. The search conducted by the Police Service will involve a query of the Identification Data Bank via the CPIC System.