



Woodstock Police Service

Record Suspension Local Request

(Local Police Search)

You can submit the request in person Monday to Friday, between 8:00 a.m. to 6:00 p.m. at 615 Dundas Street, Woodstock, Ontario. You may pay by exact cash, debit, credit or cheque. The fee is \$45.00.

Your request is usually processed within in 5 business days, however we will call or email you once completed.

If you require further information, please contact the Records department at 519-537-2323.

Personal Information of Applicant

Last Name(s)		First Name	Middle Name
Date of Birth (YYYY-MM-DD)	Current Address (Number, Street, City, Province, Postal Code)		
Telephone Number	Email Address		

Agent / Lawyer Information (if applicable)

Last Name	First Name	Telephone Number
Name of Firm		
Address (Number, Street, City, Province, Postal Code)	Email Address (For Agents/Lawyers Offices only)	

Results to be Returned to:

Applicant (as indicated in Personal Information of Applicant) <input type="checkbox"/>	Agent / Lawyer (as indicated in Agent / Lawyer Information) <input type="checkbox"/>
--	--

Consent to Conduct Local Search

Signature of Applicant		Date
Receipt #	Fee Collected	Collected by

Police Use Only

Action	Processed By	Date (YYYY-MM-DD)
<input type="checkbox"/> Record Suspension Local Request Received <input type="checkbox"/> Confirm applicant resides within city limits of Woodstock <input type="checkbox"/> Payment of Request is Received		
<input type="checkbox"/> Local Form Completed and Sealed		
<input type="checkbox"/> Completed Request data entered and scanned		
<input type="checkbox"/> Applicant / Agency advised of Request Completion		
<input type="checkbox"/> Completed Request placed in Record Check Box for pick up, if applicable		
<input type="checkbox"/> Completed Request sent in mail, if applicable		

Notes:
