



**Woodstock  
Police  
Service**

**Criminal Record and Judicial Matters Check (CRJMC) (Level 2)  
Vulnerable Sector Search (Level 3)**

**UNIT 1. APPLICANT INFORMATION**  
Please Print Legibly Under Each Heading

Date of Request  
\_\_\_\_/\_\_\_\_/\_\_\_\_  
yyyymmdd

Last Name		First Name		Middle Name	
# and Street Name			Apt/Unit #		Maiden Name/Other Surnames
City			Province	Postal Code	
Date of Birth ____/____/____ yyyymmdd			Place of Birth		Gender (M/F/O)
			Telephone Number Where You Can Be Reached <input type="checkbox"/> Cell <input type="checkbox"/> Home		First Names Used

**5 Year Address History – Complete if address differs from mailing address and/or if resided OUTSIDE of the City in the past 5 years.**

Street name and # (please state below)	Apt/Unit #	City	Province	# of years

**Reason for Request** Do you have a Criminal Record?–Yes  (Fill out a Declaration Form) OR No

(volunteer, employment, or other – if other, please specify)	Name of the organization
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- I hereby release and discharge the Woodstock Police Service and all members and employees of the said 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 Police Service. I hereby authorize the Woodstock Police Service to inquire into and disclose the results of any police records indicating criminal convictions, conditional and absolute discharges, outstanding criminal charges and to conduct a local police contact search with any Police Service in Canada.
- I certify the information provided by me in this application is true and correct to the best of my knowledge and belief. I have read this consent, understand it and agree to it in its entirety.

**Applicant's Signature X**

**UNIT 2. POLICE VULNERABLE SECTOR SEARCH FOR EMPLOYMENT OR VOLUNTEER POSITIONS ONLY**

Is "Reason for Request" dealing with the Vulnerable Sector?  
 No **\*\*Do not complete this section\*\***       Yes **\*\*Complete this section\*\***

This section is restricted to applicants seeking employment and/or volunteering with vulnerable individuals. "Vulnerable persons" means persons who, because of their age, a disability or other circumstances, whether temporary or permanent, are in a position of dependence on others; or are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

A) Description of the paid or volunteer position:  
 B) Details regarding the responsibilities towards children, elderly or vulnerable person(s):

C) I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.  
 I hereby consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon for, any of the sexual offences listed in Schedule 2 of the *Criminal Records Act*.  
 I understand, as a result of giving this consent, if my date of birth and gender is a possible match to a person in a criminal record for one of the sexual offences listed in Schedule 2 of the *Criminal Records Act* in respect of which a record suspension was granted or issued, I will be requested to provide fingerprints to confirm that record and that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police service or other authorized body. That police service or authorized body will then disclose that information to me. If I further consent in writing to the disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

**Applicant's Signature X**

**UNIT 3. RESULTS – POLICE USE ONLY – One Box Must be Checked for Each Section**

**1. CRIMINAL DISPOSITION**

<input type="checkbox"/>	NEGATIVE Fingerprints not Checked	Based solely on the name(s) and date of birth provided, a search of the RCMP National Repository of Criminal Records did NOT identify any records with the name(s) and date of birth of the applicant. Positive confirmation a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. Delays do exist between a conviction being rendered in court and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
<input type="checkbox"/>	NEGATIVE Fingerprints Checked	Based on the fingerprints submitted by the applicant, this message certifies a search of the RCMP National Repository of Criminal Records did NOT identify any records. Delays do exist between a conviction being rendered in court and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
<input type="checkbox"/>	CRIMINAL DISPOSITIONS See _____ attached page(s)	Based on the fingerprints or name(s) and date of birth submitted by the applicant, this message confirms a search of the RCMP National Repository of Criminal Records and identified a positive match to fingerprints registered under a known criminal FPS Number. Delays do exist between a conviction being rendered in court and the details being accessible on the RCMP National Repository of Criminal Records. Note: This box can also be checked if the applicant has local summary convictions not confirmed by fingerprints. A certified match to a criminal record can only be confirmed by fingerprint comparison.

**2. INVESTIGATIVE DATABANK AND LOCAL INDICES**

**3. VULNERABLE SECTOR SCREENING**

<input type="checkbox"/>	No information was revealed that can be disclosed in accordance with federal laws and RCMP policies.	<input type="checkbox"/>	A search of pardoned sex offenders was conducted. No information to release.
<input type="checkbox"/>	Supplementary Information - see attached page(s) for details	<input type="checkbox"/>	A search of pardoned sex offenders was conducted. Information authorized for release – See attached page(s) for details.
		<input type="checkbox"/>	Vulnerable Sector Check NOT REQUESTED

Information Verified by:		Fee Collected:		Receipt #:		Date Fingerprinted:	
Search Completed by:		Date of Search:		Form Completed by:		Date Completed:	

**ENSURE FORM IS EMBOSSED WITH POLICE SEAL**

## SCREENING INSTRUCTIONS – Criminal Record and Judicial Matters Check & Vulnerable Sector Search

**Criminal Record and Judicial Matters Check (CRJMC)** will include the following information, as it exists on the date of the search:

- Current C.P.I.C. entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition orders when authorized by the contributing police agency,
- Criminal convictions (summary and indictable) from CPIC and/or local databases,
- Absolute (within 1 year) and conditional discharges (within 3 years of conviction).
- Criminal Convictions and findings of guilt under the Youth Criminal Justice Act if reason for application is for a position with a Government agency.

**Vulnerable Sector Search (VSC)** will include all of the above and the following information, as it exists on the date of the search:

- Charges resulting in “Not Criminally Responsible by Reason of a Mental Disorder” within 5 years of disposition,
- Exceptional charges resulting in a non-conviction that are sexual offences or frauds targeting the vulnerable sector,
- Record Suspended criminal convictions, identified as a result of a Vulnerable Sector Fingerprint Verification search as authorized for release by the Minister of Public Safety and Emergency Preparedness.

**The Criminal Record and Judicial Matters Check (CRJMC) or Vulnerable Sector Search (VSC) will not include:**

- Alternative Measures (Withdrawn – Diversions)
- Convictions under provincial statutes
- Foreign information
- Prohibition Orders – Non-Criminal (Driving)
- Negative Police Contacts including non-convictions
- Convictions where a Record Suspension has been granted
- Family Court Restraining Orders
- Youth convictions that are not a part of an adult record for non-government purposes

### PROCEDURE

1. This form must not be altered. Unauthorized altering of the form is not permitted and may result in criminal charges.
2. The applicant **must** produce ONE (1) piece of appropriate identification that confirm their **name, date of birth and address**. Identification presented must include a **photo**. *Health Cards cannot be recorded for identification purposes but if volunteered it may be viewed. No unauthorized use or disclosure of the Health Card is permitted.* The following is a list of items considered acceptable forms of identification.

#### Photo Identification:

which provides photo name, date of birth and address of an individual:

- Driver's Licence \_\_\_\_\_
- Passport
- Age of Majority Card
- Canadian Citizenship Card
- Firearms Licence (FAC, PAL or POL)
- Free And Secure Trade (FAST) Card
- Government Employment Card
- Health Card (Viewed Only)
- Immigration Papers with Photo
- Indian Status Card
- Military Employment Card
- NEXUS Card
- Ontario Photo Card \_\_\_\_\_
- Permanent Resident Card

- **Recent Utility Bill verifying a current Woodstock address may be provided**
- **People under 16 can provide school ID, Library Card or their parent can provide verification**

3. Record checks are processed within approximately one (1) week, assuming timely responses from other police services and depending on request volumes.
4. For a Vulnerable Sector Check fingerprints may have to be submitted if a date of birth and gender match with a person who has received a Record Suspension containing specified sexual offences. Volunteers will be required to produce a letter from the agency stating that they require a Vulnerable Sector Check and naming the applicant as a volunteer with their agency.

Personal information is collected on this form pursuant to the Municipal Freedom of Information and Protection of Privacy Act, s.28 (2), s.32 (b) and the Police Services Act, s.41 for the purpose of processing this record check. Questions concerning this collection can be directed to the Records Clerk, 519-537-2323.

Please visit our Website at [www.woodstockpolice.ca](http://www.woodstockpolice.ca) or call 519-537-2323 for more information.