



Saanich Police Department
760 Vernon Avenue
Victoria, B.C. V8X 2W6
(250) 475-4321

**CRIMINAL HISTORY
 CONSENT FORM**

PART 1

Surname	Given name (1)	Given Name (2)	SEX <input type="checkbox"/> M <input type="checkbox"/> F	Tel. No. (incl. Area code) ()
Address (no., street, apt.)		City	Province	Postal Code
Date of birth (yyyy-mm-dd)	Place of birth	Driver's licence no.	Prov. of issue	Usual first name or alias
Maiden or Former Surnames				

Notice to Employer/Volunteer Agency: The Saanich Police Department will conduct a search of national databases and our Records Management System based on the above information. When an applicant has not resided in Saanich for more than five (5) years, you may wish to have the applicant submit a separate consent form to the police agency responsible for the area in which they previously resided.

PART 2

WAIVER AND RELEASE:

I hereby release and forever discharge Her Majesty the Queen in Right of Canada, the Saanich Police Department, their members, employees, agents and assigns from any and all actions, causes of actions, claims and demands for damages, loss or injury, which may hereafter be sustained by myself, howsoever arising out of the above authorized disclosure of information and waive all rights thereto.

PART 3

This consent is valid for a period of three months from the date of signature.

Signed this _____ day of _____ 20____ Signature of applicant _____

PART 4

Following is information contained in the records of the Saanich Police or records from other police forces accessible through computer queries and is based on a name and date of birth check only. **Where the query results in the finding that a record ** May or may not exist,** positive identification and a certified criminal records check may only be obtained through a fingerprint check. The applicant will be required to provide a set of fingerprints (see next page for processing fees) that will be sent to the RCMP to be searched. Once returned the criminal record form will be completed and a copy of the record (where one exists) will be given to the applicant. They will be responsible for releasing this information to the Employer/Volunteer Agency.

YOUNG OFFENDER INFORMATION - The Youth Criminal Justice Act makes it an offence to disclose young offender information. In cases where an adult's record contains young offender information or a young offender requests a copy of their criminal record, the criminal record information **MUST** be given to the applicant. Individuals may disclose their own information, but even with consent the Saanich Police are not legally permitted to disclose young offender information.

INSTRUCTION TO APPLICANTS: The following section provides consent to disclose varying degrees of police information.

- Choose the category which best symbolizes the information you are providing consent for the Saanich Police to disclose and place your initials in the appropriate INITIALS box. **NOTE: each category is progressive eg. category 2 covers information contained in category 1; Category 4 will cover all information obtainable in categories 1 - 3.**
- Queries resulting in possible "hits" for information identified in categories 1,2 or 3 will require confirmation by the submission of fingerprints.
- You will be required to confirm that the information located through the checks stipulated in category 4 is your personal information.
- You may withdraw this consent prior to disclosure.

No.	Initials	Category of Information for Disclosure	FOR POLICE USE ONLY
1.		Records of criminal convictions found in the Identification Data Bank attainable through the Canadian Police Information Centre (CPIC) for which a pardon has not been granted. CPIC Criminal Record "LEVEL 1" Query ONLY	<input type="checkbox"/> None Located <input type="checkbox"/> ** May or May Not Exist
2.		Records of criminal convictions attainable through CPIC for which a pardon has not been granted plus records of outstanding criminal charges which the Saanich Police are aware of or are indicated within the Investigative Data Bank of CPIC CPIC Criminal Record "LEVEL 1" Query AND a Persons CPIC Query	<input type="checkbox"/> None Located <input type="checkbox"/> ** May or May Not Exist
3.		Records of criminal convictions and summary of police information (including records of outstanding criminal charges which the Saanich Police are aware of or are indicated within the Investigative Data Bank of CPIC) attainable through CPIC for which a pardon has not been granted plus records of discharges which have not been removed from the Identification Data Bank in accordance with the Criminal Records Act. This will include all charges regardless of disposition. CPIC Criminal Record "LEVEL 2" Query AND a Persons CPIC Query	<input type="checkbox"/> None Located <input type="checkbox"/> ** May or May Not Exist
4.		Police information located on computer systems (e.g. Police Record Information Environment (PRIME), CPIC, PIRS, LEIP) and information located through local Police indices checks. This will include all information related to non-convictions and all charges regardless of disposition. Person Queries on PIRS, CPIC, PRIME and LEIP. In view of the general nature of this information, it will be confirmed with the requester that in fact it does pertain to him/her prior to any disclosure.	<input type="checkbox"/> None Located <input type="checkbox"/> ** May or May Not Exist

CRIMINAL HISTORY CHECK COMPLETED BY: (FOR POLICE USE ONLY)

_____ (Signature)	_____ (PIN)	_____ Division/Section	_____ Date
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***** FOR POLICE USE ONLY *****

Date: _____ Form Received By: _____ Amount Received: _____ Receipt No. _____

<p align="center">Applications for Employment Purposes</p> <ul style="list-style-type: none"> ▪ Completed Application to be picked up by the applicant. 	<p align="center">Applications for Volunteers with Non-Profit Organizations</p> <ul style="list-style-type: none"> ▪ Letter of request on official letterhead (required) <input type="checkbox"/> ▪ Completed Application to be picked up by the applicant.
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FORM 1	<p>CONSENT FOR A CRIMINAL RECORD CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED</p>
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*(This form is to be used by a person applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons, if the position is a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence scheduled in the **Criminal Records Act** and has been pardoned.)*

Reason for the Consent:

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.

Description of paid or volunteer position: _____

The name of the person or organization is: _____

Provide details regarding the children or vulnerable persons: _____

Consent:

I 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 that are scheduled in the *Criminal Records Act*. I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences scheduled in the *Criminal Records Act* in respect of which a pardon was granted or issued, 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 force or other authorized body. That police force or authorized body will then disclose that information to me.

_____ (Signature)

_____ (Date)

FORM 2	<p>CONSENT FOR DISCLOSURE OF RECORD</p>
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(This form is to be used by a person who has consented to a search being made of criminal conviction records by completing the form 1 above called "Consent for a Criminal Record Check for a Sexual Offence for Which a Pardon Has Been Granted or Issued" and who authorizes the disclosure of information obtained in that search to the person or organization who requested the search.)

Consent:

I consent to information contained in a criminal record, found as a result of a criminal record check for a sexual offence for which a pardon has been granted or issued, being disclosed by a police force or other authorized body to the person or organization referred to above to whom or to which I am applying or have applied for a paid or volunteer position. I understand that as a result of giving this consent, that information will be disclosed by the police force or other authorized body to the person or organization, even though a pardon has been granted or issued for the offence.

_____ (Signature)

_____ (Date)

CRIMINAL HISTORY CHECK POLICY

1. All applicants must reside within the Municipality of Saanich or the non-profit organization must be located in Saanich.
2. All applicants must produce photo identification and one other piece of identification for verification of name and date of birth. Applicants who are unable to produce photo identification must, if seeking a criminal history check for the purposes of employment, submit their fingerprints in order to confirm their identity (fee described in Section 4b will also apply).
3. All applicants will use the Saanich Police Department "CRIMINAL HISTORY CONSENT FORM", and complete it in ink.
4. Processing Fees:
 - Criminal History Check - \$50.00 (Fee will be waived for volunteers of non-profit organizations). The non-profit agency will provide a request for the Criminal History Check on official letterhead.
 - Fingerprinting to confirm/deny that a record may exist after the criminal history check has been completed.
 - \$26.75 with money order or certified cheque made payable to "**The Receiver General for Canada**" (**NOTE:** Saanich Police Records Section will forward fingerprints to Ottawa for verification and will complete the record check once the fingerprints are returned from Ottawa). ***This fee also applies to fingerprinting of volunteers.***

FINGERPRINT SERVICE

Available Tuesday, Wednesday, and Thursday between the hours of 0930 - 1030 upon proof of payment.