



EDMONTON POLICE SERVICE

POLICE INFORMATION CHECK APPLICATION

**Police Information Check Certificate will be mailed within 7 business days of receipt of payment by the Police Information Check Section.
Certificates not picked up within 30 days of completion will be destroyed.**

Check Appropriate Classification:

- | | | |
|---|--|--|
| <input type="checkbox"/> Employment (\$70.00) | <input type="checkbox"/> Security Guard / Locksmith / Private Investigator (\$70.00) | <input type="checkbox"/> Dayhome / Adoption / Kinship (1 applicant) (\$70.00) |
| <input type="checkbox"/> Travel / Work Visa or Permit (\$70.00) | <input type="checkbox"/> Immigration (\$70.00) | <input type="checkbox"/> Dayhome / Adoption / Kinship (2-5 applicants) (\$125.00) |
| <input type="checkbox"/> Post-Secondary Education (\$50.00) | <input type="checkbox"/> Volunteer (\$15.00) | <input type="checkbox"/> Housing (\$70.00) (please attach applications for each applicant) |

Part 1 – Personal Information

Surname / Family Name		First Name in Full		Middle Name in Full		Date of Birth			Sex
						Year	Month	Day	
All other Maiden / Surnames / Family Names Used				All other First Names / Aliases Used			Place of Birth (City / Province / Country)		
Street Address / Apt. Number				Period of time at Current Residence (Years)		City or Town		Province	Postal Code
Driver's Licence Number		Email Address			Home Phone		Cell Phone		
Agency / Employer / Volunteer Organization / Post-Secondary Institution, etc. Requesting Police Information Check					Position / Title (i.e. Nurse, Teacher, Warehouse Worker, Coach)				

1. Do you presently have a criminal record? Yes No If yes, **YOU MUST ATTEND Police Information Check Section.**
2. Have you ever legally changed your name? Yes No If yes, please provide previous name: _____

Part 2 – Vulnerable Sector Check

(must be completed if you will be responsible for the well-being of children, the elderly or people with disabilities)

A Vulnerable Sector Check is required when applicants will be in a position of trust or authority of vulnerable persons including children, the elderly or the disabled. A Vulnerable Sector Check will determine the existence of sex offences for which a record suspension or pardon exists in addition to a check of local police records to determine if a pattern of behavior exists that may result in harm to vulnerable persons.

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police (RCMP) to determine if I have been convicted of, and been granted a pardon or record suspension for any of the sexual offences that are listed in the schedule to the *Criminal Records Act*. I understand that if, as a result of giving this consent, a search discloses that there is a record of my conviction for one of the sexual offences listed in the schedule to the *Criminal Records Act* in respect of which a pardon or record suspension 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.

List all cities / provinces of residence other than Edmonton in the last 5 years:	You must list the age(s) of the children or describe the disability or circumstances of dependence of the vulnerable person(s):
Location: _____	_____
Location: _____	_____
Location: _____	_____

Signature of Applicant Consenting to Vulnerable Sector Check

Part 3 – Consent and Waiver

I hereby give consent to the Edmonton Police Service (EPS) to conduct a search, based on the information I have provided, for:

- A. Criminal convictions, conditional and absolute discharges and other related information identified in Canada's National Repository of Criminal Records.
- B. Criminal and/or other relevant provincial statute convictions including any pending criminal or relevant provincial statute charges before the Alberta courts identified in the Justice Online Information Network.
- C. Current court and/or prohibition orders and current out of province outstanding warrants identified in the Canadian Police Information Centre.
- D. Information obtained from local police records, including a query of the Police Information Portal, in which the applicant was the subject of a police investigation where a risk to public safety exists.

A "police record" is information created or gathered by police. It may include criminal information, such as charges and convictions; non-conviction information, such as acquittals, investigations and occurrences that did not result in charges being laid; as well as non-criminal contact with police. Even if the applicant has never been charged or convicted of an offence, but interacted with police in some way, including mental health occurrences and investigations which the applicant is not aware of, a police record may be created. Information created or gathered by police is retained in a police record indefinitely.

I hereby give consent to the Edmonton Police Service to use any and all information found after completing the above identified searches, including information obtained from local police records, to complete a Police Information Check and give consent to the Edmonton Police Service to disclose and release the results of the searches to me in a Police Information Check. I understand that, as a result of giving this consent, and upon the above searches being conducted, that any information found relating to me will be disclosed to me in a Police Information Check in accordance with the Alberta Association of Chiefs of Police *Alberta Police Information Check Disclosure Procedures*. Determination to disclose information found under 'D' above in a Police Information Check will be made by the Edmonton Police Service after consideration is given to its relevancy to the purpose of the Police Information Check, its recency and if a demonstrated pattern of behaviour exists resulting in a risk to public safety, particularly to vulnerable persons. I understand that it is my decision whether to provide the results of the searches to any other person or organization. I understand that further information about the Police Information Check process and the criteria used may be obtained from the Edmonton Police Service Police Information Check Section and I understand that I may request that the initial Police Information Check be reviewed by the Manager of the Edmonton Police Service Police Information Check Section.

I further agree that I remise, release, and forever discharge the Edmonton Police Service, the Chief of Police of the Edmonton Police Service, the Edmonton Police Commission, and their administrators, successors, assigns, agents, officers, servants and employees from any and all manner of actions, suits, debts, dues, general damages, special damages, pecuniary damages, costs, interest, claims and demands of every nature and kind at law or in equity under any statute, including but not limited to direct or consequential loss, occasioned by me or my legal representatives, heirs, assigns or agents, arising or in any way related to the police information check process described above.

I understand that any information provided by me for the purposes of this police information check, including fingerprints, may be used or disclosed for law enforcement purposes. The information collected on this form and as part of the police information check process will be collected, used, and disclosed in accordance with the *Freedom of Information and Protection of Privacy Act* or as otherwise provided by law.

By signing this document, I confirm that I have fully informed myself and understand the content and meaning of the above Consent and Waiver and I declare that the information provided is accurate and understand that the information may be verified through police information databases if required. This must be signed in front of a witness who must be an Edmonton Police Service staff member or volunteer, or a designated person.

_____ Signature of Applicant	_____ Date	_____ Date Application Submitted to EPS
_____ Signature of Witness (EPS Member or Designate)	_____ Date	

Part 4 – Police Information Check Section Personnel Only – Self-Declaration

This declaration is to be completed by the applicant in the presence of police agency personnel only

Self-declaration of a Criminal Record is a process whereby the applicant declares their adult criminal record convictions to the Police Service in accordance with CPIC policy requirements and federal laws.

Self-Declaration should NOT include:

- Conviction for which a pardon / record suspension has been received
- Youth Convictions (Youth Criminal Justice Act)
- Absolute / Conditional Discharges
- Offences where there were no convictions
- Provincial / Municipal Offences
- Charges dealt with outside of Canada
- Any charges for which you received a stay of proceedings

In order to release criminal convictions identified through a name based query, the Edmonton Police Service must be satisfied that the applicant's declared criminal record information is a match to their registered criminal record held at the RCMP National Repository of Criminal Records. If the Edmonton Police Service is not satisfied that the applicant's declared criminal record information is a match to their registered criminal record held at the RCMP National Repository of Criminal Records **they may require the applicant to submit fingerprints** to the RCMP National Repository of Criminal Records. **Additional fees may apply if fingerprints are required.**

OFFENCE	DATE OF SENTENCE	LOCATION / JURISDICTION

I certify that the information provided above is true and correct to the best of my knowledge and belief. I understand if the information provided is not satisfactory, I will have to submit fingerprints to the RCMP National Repository of Criminal Records to certify the contents of my criminal record.

_____ Signature of Applicant	_____ Date
_____ Authorizing Disclosure Signature	_____ Date

Agency Use Only

Submitted at: Police Information Check Section 3rd Party Agency (please attach Third Party Consent Form)

Downtown Division: <input type="checkbox"/> Headquarters Front Counter	Northeast Division: <input type="checkbox"/> Northeast Division Front Counter	Northwest Division: <input type="checkbox"/> Calder Station	Southeast Division: <input type="checkbox"/> Southeast Division Front Counter	Southwest Division: <input type="checkbox"/> Southwest Division Front Counter	West Division: <input type="checkbox"/> West Division Front Counter
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2 PIECES OF IDENTIFICATION USED ****ONE PIECE MUST BE CURRENT, PHOTO GOVERNMENT ISSUED ID****

<input type="checkbox"/> Driver's Licence	<input type="checkbox"/> Citizenship Card	<input type="checkbox"/> Passport	<input type="checkbox"/> Social Insurance Card	<input type="checkbox"/> National Defense Card
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Permanent Resident Card	<input type="checkbox"/> Indian / Metis Status Card	<input type="checkbox"/> Health Care Card	<input type="checkbox"/> Other (specify): _____

Address on Driver's Licence: _____

Police Information Check Section Personnel Only			Priority <input type="checkbox"/>	If you have any questions regarding the form or the police information check process, contact the Police Information Check Section, Edmonton Police Service, #108, 14315 – 118 Avenue (Nexus Business Park), Edmonton, Alberta, T5L 4S6 or telephone 780-421-2801 or visit our website at www.edmontonpolice.ca/PICS
<input type="checkbox"/> VS <input type="checkbox"/> No VS	Information to Disclose <input type="checkbox"/> CPIC <input type="checkbox"/> EPROS <input type="checkbox"/> JOIN <input type="checkbox"/> Other Disclosure	Verification of Prints by FPS <input type="checkbox"/> Yes <input type="checkbox"/> No FPS # _____ CRII <input type="checkbox"/> Yes <input type="checkbox"/> No	Proof of Residency (VS Only) <input type="checkbox"/> Yes PIP Required <input type="checkbox"/> Yes	
Comments:				Left Thumb Right Thumb
Date Received On:			Received By:	
Date Processed On:			Processed By:	