



CORNWALL COMMUNITY POLICE SERVICE

VULNERABLE SECTOR CHECK



UNIT 1. APPLICANT INFORMATION Please Print Legibly <u>Under</u> Each Heading				Verified by: _____	Date of Request _____ / _____ / _____ yyyy mm dd
Last Name		First Name		Middle Name	
# and Street Name			Apt/Unit #	Maiden Name or other Last Name	Other First Names
City		Province	Postal Code	Telephone Number	E-Mail:
Date of Birth _____ / _____ / _____ yyyy mm dd			Place of Birth		Gender
5 Year Address History – Complete if address differs from mailing address and/or if resided OUTSIDE of the Region in the past 5 years.					
Street name and #		Apt/Unit	City	Province	# of years
Reason for Request					
<input type="checkbox"/> Volunteer <input type="checkbox"/> Employment <input type="checkbox"/> Other (specify): _____				Name of the organization: _____	
UNIT 2. POLICE VULNERABLE SECTOR CHECK					
This form 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. This includes children under the age of 18.					
A) Description of the paid or volunteer position:					
B) Details regarding the responsibilities towards children or vulnerable person(s):					
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 release and discharge the Cornwall Community 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 Cornwall Community 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 an Ontario Police Technology Information Cooperative databases and/or 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.					
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 record suspension for, any of the sexual offences listed in Schedule 2 of the <i>Criminal Records Act</i> .					
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 Schedule 2 of the <i>Criminal Records Act</i> 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 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.					
C) Applicant's Signature				Date:	

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

1. CRIMINAL DISPOSITION

	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.
	CRIMINAL DISPOSITIONS Fingerprints not Checked See _____ attached page(s)	POSSIBLE MATCH (no fingerprints taken) Based on the fingerprints, name(s), and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records has resulted in a possible match to a registered criminal record. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. As such, the criminal record information declared by the applicant does not constitute a Certified Criminal Record by the RCMP. 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. Note: This box can also be checked if the applicant has local summary convictions not confirmed by fingerprints.
	INCOMPLETE	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records could NOT be completed. Positive identification that a criminal record does or does not exist requires you (the applicant) to SUBMIT FINGERPRINTS to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company. Delays to 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.

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, RCMP policies or provincial guidelines.	<input type="checkbox"/>	A search of sex offenders with a record suspension was conducted. No information to release.
<input type="checkbox"/>	Supplementary Information - see attached _____ page(s) for details	<input type="checkbox"/>	A search of sex offenders with a record suspension was conducted. Information authorized for release – See attached page(s) for details.
Date of Search (YYYY/MM/DD)		Completed by:	
		Supervisor's Signature:	

ENSURE FORM IS EMBOSSED WITH POLICE SEAL

SCREENING INSTRUCTIONS – POLICE VULNERABLE SECTOR CHECK

The Police Vulnerable Sector Check will include the following information, as it exists on the date of the search:

- (a) Criminal convictions from CPIC and/or local databases
- (b) Summary convictions for five years, when identified,
- (c) Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period,
- (d) Outstanding entries, such as charges and warrants, judicial orders, peace bonds, probation and prohibition orders,
- (e) Absolute and conditional discharges,
- (f) In exceptional cases, where it meets the Exceptional Disclosure Assessment, non-conviction dispositions including, but not limited to, Dismissed, Not Guilty, Stayed, Withdrawn,
- (g) Not Criminally Responsible by Reason of Mental Disorder, and
- (h) All record suspensions as authorized for release by the Minister of Public Safety.
- (i) Local police contact relevant to the position being applied for.

The Police Vulnerable Sector Check WILL NOT include:

- (a) Convictions under provincial statutes,
- (b) Ministry of Transportation information (PARIS),
- (c) Special Interest Police (SIP) category of CPIC,
- (d) Family Court Restraining Orders,
- (e) Foreign information,
- (f) Any reference to incidents involving mental health contact,
- (g) Diversions,
- (h) Youth Criminal Justice Act (YCJA) information beyond the applicable disclosure period, and
- (i) Any reference to contagious diseases.

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 two pieces of appropriate identification that confirm their **name, date of birth and address**. One piece of identification presented must include a **photo**. *Health Cards cannot be required for identification purposes but if volunteered, no unauthorized use or disclosure of the Health Card is permitted.* The following is a list of items considered acceptable forms of identification.
- 3.

Photo Identification:

which provides photo and both the name and date of birth 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
- Immigration Papers with Photo
Indian Status Card
- Military Employment Card
- NEXUS Card
- Ontario Photo Card
- Permanent Resident Card
- Student Card

Non-Photo Identification:

which provides both the name and date of birth of an individual:

- Birth Certificate
- Baptismal Certificate
- Canadian Blood Donor Card
- Fishing Licence
- Hospital Card
- Hunting Licence
- Immigration Papers
- Outdoors Card

- Recent Utility Bill required to verify current Cornwall address if no driver's licence is available.

4. The service fee is **\$33.90**. If you provide a letter from an agency stating it is for volunteer purposes, the fee will be reduced to **\$16.95**.
5. You will be advised to submit fingerprints if your date of birth matches a person listed as a pardoned sex offender **OR** if your name and date of birth matches a person with convictions in order to proceed with this application. Additional fingerprinting fees may apply.
6. A photocopy of this form will only be provided through Access to Information, which can take 30 days to process.

Personal information is collected on this form pursuant to Ontario Bill 113 an Act Respecting police record checks, 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 Information Services Manager, 613-933-5000 ext 2464.