



# 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		
Employer, Volunteer Organization, Post-Secondary Institution, etc. Requesting Police Information Check					Position / Title (i.e. Nurse, Teacher, Warehouse Worker)				

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 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, 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 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 persons:
Location: _____	_____
Location: _____	_____
Location: _____	_____
Signature of Applicant Consenting to Vulnerable Sector Check	

**Part 3 - Waiver**

- I hereby give consent to the Edmonton Police Service (EPS) to conduct a search for:
- Criminal convictions, conditional and absolute discharges and other related information identified in Canada's National Repository of Criminal Records.
  - 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.
  - Current court and/or prohibition orders and current out of province outstanding warrants identified in the Canadian Police Information Centre.
  - 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.

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 have fully informed myself and understand the above waivers content and meaning 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 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     3<sup>rd</sup> 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
---	--	--	--	--	--

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: \_\_\_\_\_

<b>Police Information Check Section Personnel Only</b>			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 <a href="http://www.edmontonpolice.ca/PICS">www.edmontonpolice.ca/PICS</a>
<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:		Thumbprints used by EPS for verification of criminal record purposes ONLY. They are not entered on National Repository.		
Date Received On:			Received By:	
Date Processed On:			Processed By:	