

St Thomas Police Service Police Records Checks

Due to a change in RCMP policy, effective December 5, 2010, we will no longer accept requests for police screening from persons residing outside the City of St Thomas. You must go to the police service that serves the municipality in which you permanently reside

To obtain a Police Criminal Records Search or a Vulnerable Sector Search:

As of September 1st, 2014, applicants requiring a Police Information Check or a Police Vulnerable Sector Check will require a letter of introduction from the employer/volunteer agency (on company letterhead) setting out that they are either employed or volunteering (must indicate which), and what level of record check is required by the employer/volunteer agency.

Attend the Records Business office at 30 St Catharine Street, St Thomas, fill out the appropriate form, show acceptable identification and pay the applicable fee. If the application is for a volunteer position (\$10.00 fee) proof of same must be shown (i.e. letter from the agency or school).

NOTE: If acceptable identification verifying your identity, along with proof of volunteer status, is provided, the completed search results will be mailed back to the applicant

Every applicant must have proper identification to verify their identity. In all cases, we insist on at least one piece of photo ID and another piece with a date of birth. We also require proof of St Thomas address. We do not accept S.I.N. cards or credit cards as identification.

Identification required

In order for us to release or confirm confidential information regarding a person's criminal record, or lack thereof, we require sufficient proper identification to verify a person's identity.

The applicant must produce two pieces of appropriate identification that confirms 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 can be used if volunteered, no unauthorized use or disclosure of the Health Card is permitted. The following is a list of items that are considered acceptable forms of identification.

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

- Driver's Licence
- Passport
- Age of Majority Card (BYID)
- Canadian Citizenship Card
- Firearms Licence (FAL, PAL, POL)
- Government Employment Card

- Immigration Papers with photo
- Indian Status Card
- Military Employment Card
- NEXUS card
- Permanent Resident Card
- Student Card

Non-Photo Identification: which provides both the name and date of birth of an individual:

- Baptismal Certificate
- Canadian Blood Donor Card
- Fishing Licence
- Hospital Card
- Hunting Licence
- Immigration Papers
- Outdoors Card
- Recent utility bill required to verify current St Thomas address if no driver's licence is available.
- People under 16 can provide school ID, bus pass and/or their parent can provide verification

Individuals who are involved or hope to be involved in the Vulnerable Sector (VS), such as teaching, coaching, day cares, seniors' homes and disabled groups. Applications requiring this type of background check are now scrutinized through a more rigorous screening process.

In addition to checking past and current criminal records, the VS checks include a search of the pardoned sex offender database. "Potential matches" are then required to submit fingerprints, prolonging the screening process.

On July 19, 2010, the RCMP instituted enhancements to the Canadian Police Information Centre (CPIC) system, which broadened the scope for VS potential matches. When performing a VS query, the CPIC system initially attempts to identify a possible match to a sexual offence for which a Pardon has been granted, based initially on the surname and given name of the individual. If this query does not identify the possible existence of a record, the system now performs a subsequent query based on the sex and birth date of the individual. If this query locates similar biographical data in criminal files it may trigger the CPIC system to prompt for the submission of fingerprints to verify or refute the existence of pardoned sex offender records.

Individuals affected by this enhancement will have to follow the following process if they wish to continue with the screening process:

If the application is for any purpose other than Volunteering (i.e. Employment, Student Placement, Student Enrolment, Adoption, Foster Care, Kinship Care, etc) the applicant must pay a \$25.00 processing fee. This fee is required by the RCMP in order to process the fingerprints. If it is for volunteer purposes, in order to waive the RCMP fee, the applicant must have a letter from the volunteer agency on letterhead.

The St Thomas Police Service will fingerprint the applicant between the hours of 8:00 a.m. and 4:00 p.m. (The fingerprint fee will be included in the St Thomas Police Service's \$30.00 (Employment checks) or \$10.00 (Volunteer checks) fee for processing the application). If a criminal record is encountered during the verification process, the turnaround time may exceed 120 days.

An RCMP Form 1 Consent must be completed by the applicant at the time of fingerprinting.

The St Thomas Police Service will send your prints and documentation to the RCMP. The applicant will be notified when we receive the results.

It is important for the public to understand that under no circumstance does this notification confirm that the applicant is or is not a pardoned sex offender. However, in almost all cases, this "possible match" is ruled out via fingerprints.

Please ensure that you allow yourself ample time to process your request should this situation arise.

Once the fingerprints are returned by the RCMP, the St Thomas Police Service can at that time process the volunteer or employment Police Vulnerable Sector Check.

Further information on the new RCMP CPIC policy is available on their web-site www.cpic-cipc.ca. Information regarding the RCMP's Civil Fingerprinting Services can be found at <http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm>.

There are three types of checks that can be requested. The applicant must provide a letter from the employer (or volunteer agency) advising what type of check is required.

NOTE: If based on the name and date of birth provided, a search of the RCMP National Repository of Criminal Records results in a possible match to a registered criminal record (without Self Declaration – see section on self-declaration), fingerprints will be required for positive identification before criminal records are released. Therefore, should any criminal history about you be on file, your application will be returned back to you. It will then be necessary for you to have your fingerprints taken as a confirmation of identification. The St Thomas Police Service will fingerprint the applicant between the hours of 8:00 a.m. and 4:00 p.m. The fingerprint fee of \$30.00 will be payable at that time, together with the \$25.00 fee charged by the RCMP for processing employment related fingerprints.

The St. Thomas Police Service offers three levels of record checks:

1. Police Criminal Record Check
2. Police Information Check
3. Police Vulnerable Sector Check

Police Criminal Record Check

This check is intended for applicants who are involved as a volunteer, employee or in any situation where a basic Police Criminal Record Check is requested. This check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons.

The Police Criminal Record Check will include the following information:

- (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.

The Police Criminal Record Check WILL NOT include:

- (a) Outstanding entries, such as charges and warrants.
- (b) Absolute and conditional discharges.
- (c) Current judicial orders, including Peace Bonds, Probation and Prohibition orders under the Criminal Code of Canada.
- (d) Convictions where a record suspension has been granted.
- (e) Convictions under provincial statutes.
- (f) Local police contact.
- (g) Ministry of Transportation information (PARIS).
- (h) Special Interest Police (SIP) category of CPIC.
- (i) Family Court Restraining Orders.
- (j) Foreign information.
- (k) A Vulnerable Sector (VS) Query of sex offenders with a record suspension to ascertain if the applicant has been convicted of and granted a record suspension for any of the sexual offences that are listed in the schedule to the Criminal Records Act (CRA).
- (l) Any reference to incidents involving mental health contact.
- (m) Diversions will not be released as police contact and no reference to the occurrence is permitted (CC S. 717.4).
- (n) Youth Criminal Justice Act (YCJA) information beyond applicable disclosure period.
- (o) Any reference to contagious diseases.
- (p) Dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder.

Police Information Check

This check is intended for applicants who are seeking volunteer and/or employment with agencies who require a Police Criminal Record Check along with outstanding charges and outstanding warrants. The agency has determined that a search of sex offenders with a record suspension is NOT required (e.g., border crossing or visa) therefore this check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons.

The Police Information Check will include the following information:

- (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. As per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency.
- (e) Absolute and conditional discharges for 1 or 3 years respectively.

The Police Information Check WILL NOT include:

- (a) Convictions where a record suspension has been granted.
- (b) Convictions under provincial statutes.
- (c) Local police contact.
- (d) Ministry of Transportation information (PARIS).
- (e) Special Interest Police (SIP) category of CPIC.
- (f) Family Court restraining orders.
- (g) Foreign information.
- (h) A Vulnerable Sector (VS) Query of sex offenders with a record suspension to ascertain if the applicant has been convicted of and granted a record suspension for any of the sexual offences that are listed in the schedule to the Criminal Records Act (CRA).
- (i) Any reference to incidents involving mental health contact.
- (j) Diversions will not be released as police contact and no reference to the occurrence is permitted (CC S. 717.4).
- (k) Youth Criminal Justice Act (YCJA) information beyond applicable disclosure period.
- (l) Any reference to contagious diseases.
- (m) Dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder.

Police Vulnerable Sector Check

This check is restricted to applicants seeking employment and/or volunteering in a position of authority or trust relative to vulnerable persons in Canada only. It is a collection of offence information, including convictions, outstanding warrants, charges, judicial orders and sexual offence convictions for which the individual has received a record suspension where authorized by the Minister of Public Safety and Emergency

Preparedness. Non-conviction information shall be released only when it meets the Exceptional Disclosure Assessment.

The Police Vulnerable Sector Check will include the following information:

- (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. As per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency.
- (e) Absolute and conditional discharges for 1 or 3 years respectively.
- (f) In very exceptional cases, where it meets the Exceptional Disclosure Assessment, non-conviction dispositions including, but not limited to, Withdrawn and Dismissed.
- (g) Not Criminally Responsible by Reason of Mental Disorder.
- (h) All record suspensions as authorized for release by the Minister of Public Safety.

The Police Vulnerable Sector Check WILL NOT include:

- (a) Convictions under provincial statutes.
- (b) Local police contact.
- (c) Ministry of Transportation information (PARIS).
- (d) Special Interest Police (SIP) category of CPIC.
- (e) Family Court Restraining Orders.
- (f) Foreign information.
- (g) Any reference to incidents involving mental health contact.
- (h) Diversions will not be released as police contact and no reference to the occurrence is permitted (CC S. 717.4).
- (i) Youth Criminal Justice Act (YCJA) information beyond the applicable disclosure period.
- (j) Any reference to contagious diseases.

To assist you in understanding the timelines associated to certain types of information you will find on records checks, below is an explanation of what a summary conviction offence, an indictable offence and a negative police contact are.

Summary Conviction Offence

A summary conviction criminal offence, quite simply is an offence that is deemed to be a minor or lesser offence in nature. Some examples of common summary conviction offences include causing a disturbance in public, failing to pay a cab fare, soliciting the services of a prostitute, or taking a car for a “joy ride” without the owner’s consent. Summary conviction offences carry a lesser punishment than indictable offences, such as a fine not exceeding \$2000.00.

Indictable Offence (Lifetime)

An indictable offence is a more serious offence. It includes all criminal offences that are not summary conviction. All records checks consist of all indictable offence convictions.

SELF DECLARATION

Self Declaration of a Criminal Record is a process whereby the Applicant declares their adult criminal convictions to the Police Service.

Self Declaration should NOT include:

- (a) Conviction for which a pardon has been received.
- (b) Youth Convictions (YCJA).
- (c) Absolute/Conditional Discharges.
- (d) Offences where there were no convictions.
- (e) Provincial/Municipal Offences.
- (f) Charges dealt with outside of Canada.

In order to release criminal convictions identified through a name based query, the St Thomas 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 applicant's declared criminal record information is a match to the information held at the RCMP National Repository of Criminal Records, the results will be released.

If the Applicant's declared criminal record information is not a match to their registered criminal record held at the RCMP National Repository of Criminal Records fingerprints are required. An "incomplete" response will be filled out on the record check document, requiring the applicant to submit fingerprints.

Criminal Records Check – Out of Country

If you live out of the country and need confirmation that you have no criminal record in Canada you may obtain a copy of your Canadian criminal record (if any) by reporting to your local police department and requesting to have your fingerprints taken. Have the person taking your prints certify in writing on the fingerprint form that the prints belong to you. Ensure your date of birth, height, weight, eye and hair colour are indicated on the form. Also, please indicate the reason for the fingerprints (i.e., visa application, police clearance, immigration, employment, etc.). You should be prepared to present proper identification to the police and pay any fees that might be charged for this service. The fingerprint form should then be forwarded by mail to:

**Commissioner
Royal Canadian Mounted Police
P.O. Box 8885
Ottawa , Ontario , Canada
K1G 3M8
Attn: Civil Section**

Include a short note with the form stating that you require a police clearance based on fingerprints for the reason as indicated on the fingerprint form. You must also clearly state the address to which the R.C.M.P. is to mail the documentation. Also include a CERTIFIED CHEQUE or MONEY ORDER in the amount of twenty-five dollars (\$25.00)

in Canadian funds payable to 'THE RECEIVER GENERAL OF CANADA'. The R.C.M.P. will not process the request unless the fee is included. DO NOT SEND CASH.

The R.C.M.P. will forward the results of the fingerprint check directly to you at the address you provide. The documentation will indicate whether or not you have any criminal convictions recorded against you in the 'National Repository for Criminal Records' in Ottawa . If no convictions are recorded the document will serve as your police clearance. If any convictions are recorded, the documents will state what they are and the corresponding disposition.

This procedure is necessary, as positive identification MUST be made of a person applying for a copy of their record or a police clearance certificate. The R.C.M.P. will not release this information even to a person's legal counsel without fingerprint evidence. The R.C.M.P. advise applicants will receive documentation within six (6) months.

Please visit the [RCMP Website](#) for detailed instructions.