



By-law Number 053-2012, as amended
(copy available online or upon request)
Taxicab Driver License Application

Full Name of Applicant: _____
Residential Address: _____
Business Address: _____
Telephone Number and alternate: _____
Birth Date of Applicant: _____
Driver's License Number: _____

1. Has your Driver's License ever been suspended? YES () NO ()
If yes, provide dates and details: _____

2. Have you ever been convicted of operating a vehicle while impaired by alcohol or a drug? YES () NO ()
If yes, provide dates and details: _____

3. Have you ever been convicted of dangerous operation of a motor vehicle?
YES () NO ()
If yes, provide dates and details: _____

4. Have you ever been convicted of an offence under the *Highway Traffic Act*?
YES () NO ()
If yes, provide dates and details: _____

5. Has any license issued under this by-law or any by-law which preceded it or in another Municipality, been suspended or revoked ? YES () NO ()
If yes, provide dates and details: _____

6. Have you been convicted under any law of any County, or state, or Province thereof, of a Criminal Offence? YES () NO ()
If yes, provide dates and details: _____

NOTE: YOU ARE NOT REQUIRED TO DISCLOSE ANY CONVICTION -IN RESPECT OF WHICH A PARDON HAS BEEN GRANTED
If yes, provide dates and details: _____

7. Please attach following documents:
- | | |
|------------------------------------|---------------------------------|
| License Application () | Criminal Reference Check () |
| Photocopy of Birth Certificate () | Vulnerable Sector Screening () |
| Photocopy of Driver's License () | Letter of Employment () |
| License Fee () | |
| Photocopy of Insurance (owner) () | |
- Note:** at the time of application a search of your driver's abstract will be processed and a photo will be taken by the Municipality

I certify that the information provided in this application is true and I acknowledge that the provision of false information in this application may result in revocation of any license issued and with possible fines. I hereby give permission for the Municipality of Meaford to conduct a driver's abstract report and to take a photograph for driver's identification license. By-law 053-2012, as amended is available at www.meaford.ca.

Date

Signature

SCHEDULE A-1
Ground Passenger Transportation

THE FOLLOWING SECTION IS TO BE COMPLETED IN THE PRESENCE OF A JUSTICE OF THE PEACE, COMMISSIONER OF OATHS, LAWYER, ETC..

AFFIDAVIT

Province of Ontario

I _____
(Name)
of the _____ Of _____
(Insert-Municipality) (Insert Municipality)
in the _____ of _____
(Insert-Region/ County) (Insert- Region/Country)

To Wit:

make oath and say:

I am the applicant herein for a Municipality of Meaford tax licence and I signed the application for this licence hereby agreeing to adhere to the Municipality of Meaford Business licensing By-law 053-2012, as amended and the applicable schedules. The information given by me in this application is true the name set out in the said application is in fact my true name.

I will not operate a taxi service in the Municipality of Meaford until I receive my Municipality of Meaford taxi licence.

SWORN BEFORE ME AT THE: _____
of _____ in the _____
of _____ this _____ day of _____, 20____.

Signature:

(A Commissioner, etc.)

Criminal Records Checks, Police Records Checks and Vulnerable Sector Checks

Criminal Records Check

This service is intended for applicants who are involved in volunteer, employee or in any situation where a basic criminal background check is requested (i.e. retail or immigration).

This search is **not** intended for applicants who are seeking volunteer and/or employment with vulnerable individuals.

Police Records Check

This service is intended for applicants seeking employment and/or volunteer work with agencies who require a criminal records check along with local police involvement. The agency has determined that a search of pardoned sex offenders **not** required; therefore, this search is **not** intended for applicants who are seeking volunteer and/or employment with vulnerable persons.

Vulnerable Sector Check (and optional Mental Health Act contact)

This search is restricted to applicants seeking employment and/or volunteering **with** vulnerable persons or children.

Who are vulnerable persons?

Vulnerable persons or individuals refer to 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 greater risk than the general population of being harmed by persons in a position of authority or trust relative to them, for an example; children, disabled or elderly.

Valid Identification

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. This identification must be presented in person to be physically verified by the OPP detachment. For exceptions, contact your local OPP detachment.

For the purposes of a criminal records check, a police records check or a vulnerable sector check, we require the following identification.

Each applicant must provide two (2) pieces of valid, government issued identification. One (1) piece of identification must include a photo, name, date of birth and signature. The following is a list of valid identification that could be considered acceptable forms of identification.

Photo Identification:

****Note:** Health Cards cannot be accepted for identification purposes under the Health Cards and Numbers Control Act, 1991 section 2.2(1); Social Insurance Cards are not to be photocopied and therefore are also unacceptable.**

- Driver’s Licence (including drivers licenses issued by another province, territory, or a foreign jurisdiction),
- BYID Card,
- Canadian or Foreign Passport,
- Canadian Citizenship Card,
- Possession and Acquisition License (or PAL Card),
- Permanent Residency Card,
- Certificate of Indian Status,
- Canadian National Institute of the Blind (CNIB) Identification Card,
- Canadian Military Employment Card or Canadian Military Family Identification Card,
- Ontario Photo Identification Card (*new* – available from the Ministry of Transportation).

The following are acceptable forms of non-photo identification:

- Birth Certificate,
- Baptismal Certificate,
- Hunting Licence,
- Outdoors Card,
- Canadian Blood Donor Card,
- Immigration Papers.

What if I Don’t Have Sufficient Identification?

For the purposes of obtaining a criminal records check as well as a police records check, if an applicant does not have any photo identification, then the applicant will have to submit fingerprints to the R.C.M.P, who will either issue you a certificate stating you have no record or provide you with a copy of the record if one exists. This may take 4-6 months. The R.C.M.P charges a fee for this service. Visit the RCMP website at [Canadian Criminal Real Time Identification Services for more information.](#)

Detachment Finder

By clicking this link you will be able to locate your nearest OPP detachment.

<http://www.opp.ca/ecms/index.php?id=326>

Fees Chart		
Service	OPP Fee	Additional Originals
Criminal Records Checks, Police Records Checks and Vulnerable Sector Checks	\$ 25.00	\$ 5.00 each
Fingerprinting (includes HST effective July 1, 2010)	\$ 26.50	N/A

Each OPP Detachment may have a different fee schedule. The Fees Chart above is provided as a guideline. Please contact your local OPP Detachment to confirm their fee schedule.

Police or Criminal Records Check requests should be submitted to the Chatsworth OPP Detachment between 8am and 4pm, Monday-Friday. They can also be submitted to the Meaford Satellite Office on Wednesdays between 8am and 4pm.

Contact:
 Alina Grelik
 Media Relations/Community Services Officer
 Grey County OPP
alina.grelik@opp.ca
 519-794-7827
www.opp.ca

If you wanted to know...

What is involved if you are asked to provide a Police Background Check?

... Read on ...

What right do employers, volunteer recruiters, regulators, landlords and educational institutions (“organizations”) have to demand a police report about your past activities?

What responsibilities do police and organizations have in relation to the conduct and use of information in police records?

What are your rights when you are requested to provide a police records report or to agree to the employer or others obtaining such a report?

A word about terminology

Police background checks are also sometimes called police reference checks, criminal records checks, criminal reference checks, criminal background checks, or police records checks. We use the term “background check” rather than “records check” or “criminal records check” because these latter terms may lead people to believe that the police only provide information about a person’s criminal record. In fact, a police report may also include other information about an individual.

What is a police background check (PBC) and what does it involve?

When you apply for some jobs, to participate in some volunteer activities, to rent an apartment,

to enroll in some educational programs, or to obtain a licence to engage in certain businesses and professions, you may be asked to agree to have the police check their records for information about you and provide a report on their findings to the employer, volunteer agency, landlord, school, or regulator.

The purpose of this check is to assist an organization in determining whether you have engaged in any past conduct that would suggest that you are not a suitable candidate because of concerns about your honesty and integrity or the safety of others in your care. Typically, the PBC forms part of an organization’s screening process that also includes other methods of assessing suitability such as interviews and reference checks.

What information do police records contain?

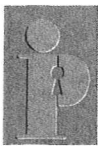
Everyone knows that police databases will contain an individual’s “criminal record”; that is, a record of crimes for which the individual has been convicted. However, police databases often contain a wide variety of other information as well. This may include information about complaints made by, or about an individual, information about an individual’s mental



INFORMATION AND PRIVACY COMMISSIONER/ONTARIO

ANN CAVOUKIAN, Ph.D.

January 2007



health, information about pending charges and charges that resulted in an acquittal or other non-conviction disposition, and allegations of child or spousal abuse. In fact, if you have had any contact with the police or have come to the attention of the police for any reason, this may be recorded in police records.

What records will the police search as part of a background check?

If your local police force is requested to do a background check, they will search their own records and they may also contact other local police departments in Canada and the United States. They will usually contact the Canadian Police Information Centre (CPIC), operated by the RCMP. CPIC maintains several databases containing a variety of information about individuals, including those who:

- Have a criminal record for any Criminal Code or other federal statute offence;
- Have been judged not criminally responsible for an offence because of mental disorder;
- Have federal or provincial charges pending; or
- Are on probation or subject to a Prohibition Order.

The police may also request information about you from a U.S. national crime database and U.S. state crime databases.

As indicated above, the range of information in police databases may vary considerably.

Under what circumstances will a PBC be requested?

It is becoming standard practice for a PBC to be requested whenever an individual is

applying for a job, an educational opportunity, or volunteer position that gives the individual access to vulnerable individuals such as children, the elderly or the disabled, a security-sensitive position, or where the individuals will have access to large amounts of money.

In addition, various statutes and municipal licensing bylaws state that before an individual can be licensed to practise a profession, trade or business, the regulatory agency must obtain a PBC. For example, this kind of screening is required for teachers, taxi cab drivers, and staff of nuclear power plants.

What information will the police provide?

Although the police may have a great deal of information in their records, they will not necessarily provide all of it as part of a background check. On the other hand, they may not limit their disclosure to records of criminal convictions.

Where the PBC is required by statute or bylaw, the law often states specifically what information the police are required to provide.

In most other cases, what the police provide in response to a request for a background check will depend on the policies of the individual police department as well as what is requested by the organization. In some cases, police departments have agreements with individual employers and volunteer agencies setting out what information they will provide to each of them.

The police will generally provide information about convictions for criminal offences. However, except in certain circumstances where the law or police department policies restrict the information that the police may provide, the police may provide any other information



they consider relevant to the request. This could include information about you as a complainant, witness, victim of an offence, subject of an open or closed investigation, or subject of surveillance or intelligence gathering

Can a PBC check be conducted without my knowledge and consent?

Ontario's *Police Services Act* allows police to disclose information about individuals without their knowledge and consent under some circumstances; for example, where the police have a reasonable belief that the information will reduce the risk of the individual harming others.

However, generally the police will not conduct a PBC or notify a prospective employer or other person of the results of a PBC unless you apply to the police yourself or you consent in writing to the employer or other person applying to the police.

Do I have to consent to a PBC?

If you are asked by an organization to apply for a police check yourself, or to consent to them applying on your behalf, you are free to refuse. However, if you refuse to apply for the PBC or to consent to the organization obtaining the information, the organization may decide not to continue to consider your application (except under certain circumstances such as those discussed below relating to the *Ontario Human Rights Code*).

At what point might an organization request a PBC?

The usual practice is that organizations such as employers and volunteer agencies will not ask

for a police report until they have decided that you are otherwise suitable for the position and they have made an offer to you, conditional on a satisfactory police report.

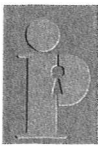
Is there any information about me that the employer may not obtain from the police nor use in making a decision about my suitability?

Under the *Ontario Human Rights Code*, a prospective employer may not discriminate against an applicant because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, same-sex partnership status, family status, or handicap. Handicap may include a drug or alcohol addiction or a mental or physical illness.

In addition, employers may not discriminate on the basis of a prior criminal offence for which a pardon has been granted under the *Criminal Records Act*, or because of provincial offences (such as municipal bylaw offences or traffic tickets). Therefore, generally, employment decisions cannot be based on the fact that a person has been convicted of a criminal offence after a pardon has been granted, or the fact that a person has been convicted of a provincial offence.

Individuals with mental illness may come into contact with the police for many reasons that are not criminal in nature. For example, if an individual has been escorted by the police to a mental health facility because of a mental illness, this may appear in police records, but an employment decision cannot be based on this information.

However, there are exceptions to the rule that pardoned criminal offences, provincial



offences, and mental illness cannot be used to deny employment. An employer may obtain this information and take it into account in making an employment decision if a clean record for the particular kind of offence is a *bona fide* qualification because of the nature of the employment. For example, where a job involves contact with children, it may be permissible for the police to disclose a conviction for an offence under provincial child protection legislation, or a criminal offence involving violence, for which a pardon has been granted, and for the organization to use the information in determining suitability.

Accordingly, employers should not ask the police to provide information about pardoned criminal offences, provincial offences, or mental illness unless the offence or illness is relevant to the person's ability to perform the essential duties of the job. Similarly, the police should not provide information about pardoned criminal offences, provincial offences, or mental health unless it is relevant to the applicant's ability to perform the duties of the particular job.

For further information about your rights under the *Ontario Human Rights Code* contact the Ontario Human Rights Commission toll-free at 1-800-387-9080.

The federal *Criminal Records Act* also prohibits police from disclosing convictions for which a pardon has been granted. However, the *Act* contains an exception relating to sex offenders. If an individual convicted of a sexual offence for which a pardon has been granted applies to work with an organization responsible for the well-being of children or other vulnerable individuals, either as a volunteer or for pay, the organization may request the individual to sign a consent authorizing the police to disclose the individual's conviction for the sexual offence. If the police are provided with this consent,

they may disclose the sexual offence to the organization. The organization is not permitted to use this information for any purpose but to assess the candidate's application.

What is the procedure for obtaining a PBC?

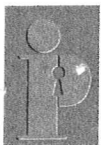
Forms to request a PBC are usually available from local police. Normally, individuals must submit the application form in person at their local police station or at police headquarters. Sometimes, police departments, employers, or volunteer agencies have an agreement permitting the employer to submit the application on behalf of the applicant. Police usually require applicants to verify their identity and residence address by providing documents such as driver's licence or other official documents.

Must I pay a fee for a PBC?

Fees for preparing a background report vary from one police service to the next, but generally range from \$15 to \$60. There is no law limiting what a police department may charge. Usually, the applicant is required to pay the fee. However, some employers will cover the cost. Some volunteer agencies have an agreement with the police to waive the fee.

I want to rent an apartment. Can the landlord require a PBC?

A landlord renting to a tenant is engaging in a commercial activity. Therefore, the landlord's request for information is governed by the federal *Personal Information Protection and Electronic Documents Act (PIPEDA)*. *PIPEDA* stipulates that an organization shall not, as a condition of supplying a service, require an



individual to consent to the landlord collecting personal information beyond what is necessary to protect the landlord's legitimate interests. The amount and type of information collected must be limited to what is necessary to fulfill these purposes.

If you believe that a landlord is asking the police to provide more information than is necessary to determine whether you are a suitable tenant, you may contact the Privacy Commissioner of Canada at 1-800-282-1376 or online at www.privcom.gc.ca for more information about your rights under PIPEDA.

How can I protect my interests if I am asked to agree to a PBC?

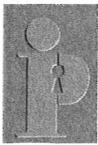
There is always a possibility that information provided by the police will be incorrect or incomplete, or will include information that is embarrassing but not relevant to a candidate's suitability for a position.

There are several steps that you can take to reduce the possibility of inappropriate disclosures to prospective employers and other organizations that request a PBC:

- If you are asked to sign a consent to a PBC, consider carefully what you are consenting to. If the wording of the consent form does not make it clear what information the organization is asking the police to provide, ask the organization to revise the consent to make it more specific. The organization should only ask the police for information that is relevant to whether you are suitable for the particular position. Is the organization only asking for information about criminal convictions? If so, is the request for all criminal convictions, or only certain categories of offence that are

relevant to the position you are seeking? Is the employer also asking the police to provide other information they have about you? What kinds of other information?

- Consider applying for the police report yourself so that you have an opportunity to review it before it is given to the organization and to correct inaccurate information or explain information that may be of concern to the organization.
- If you apply to the police department yourself, the police may ask you to sign a consent permitting them to forward their report to the organization. *Read this consent carefully.* It should specify what information the police will include in the report. If it is **not specific**, consider amending the **consent form to state more specifically** what information will be provided. For example, will the police only provide information about criminal convictions, or will they also provide information about other contacts you have had with the police?
- If you are consenting to the employer obtaining the report directly from the police, before you sign the consent, consider asking the employer to agree to provide you with a copy of the police report and give you an opportunity to discuss any information in the report that may be of concern before the employer makes a final decision about whether to employ you.
- If you have concerns about whether the conduct of a PBC or the use of the information disclosed in the police report may violate your human rights, you may consider contacting the Ontario Human Rights Commission.



What can I do about inaccurate or incomplete information in a police report?

Police records may contain inaccurate or incomplete information about you. For example, the records may not reflect the fact that a criminal charge was withdrawn or a criminal conviction was overturned, or that a police investigation of you ended when another person was convicted of the offence at issue. If the police report contains inaccurate or incomplete information about you, you may request the police to correct the information or attach a statement to it explaining why you disagree with the report. You may also request that the police notify anyone to whom they have provided this information in the past year of the correction or statement of disagreement.

If the police refuse your request, you may appeal this decision to the Information and Privacy Commissioner/Ontario. The Commissioner's toll-free number is 1-800-387-0073.

I was charged with an offence, but not convicted. Will the police records be destroyed?

In 2002, the Ontario Court of Appeal ruled that individuals without a prior conviction have the right to request that the police destroy their records relating to charges that did not result in a conviction for an offence (non-conviction dispositions), pursuant to the protections afforded to privacy under section 8 of the *Canadian Charter of Rights and Freedoms* (*R. v. Dore*, [2002] O.J. No. 2845).

This destruction of the police records, including fingerprints, is called "expungement." Expungement requests may be made to the police force that first collected the arrest records. However, you may also need to consider whether

other police forces have subsequently created or retained records referring to the arrest, the charges laid, and the disposition of the charges, since expungement by one police force may not result in expungement of the same information in the records of other police forces.

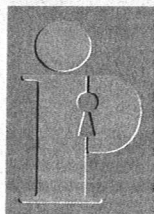
How can I obtain a pardon?

As mentioned above, under some circumstances a person convicted of an offence can obtain a pardon. The National Parole Board (NPB) has the power to grant, refuse to grant, or to revoke a pardon. There is a cost for this, and it may take a year or longer for a pardon application to be processed and granted. To apply for a pardon, you need to obtain a "Pardon Application Guide" from the NPB. A lawyer or agent is not necessary. You can visit the Pardons Page of the NPB's website for more information at www.npb-cnrc.gc.ca/pardons/pardon_e.html.

Pardons Canada is a federal non-profit organization separate from the NPB, which assists individuals in removing a past criminal offence from the public record. There is a charge for this service. You can phone their anonymous telephone support line at 416-929-6011 or visit their website at www.pardons.org to get more information about fees and the process of obtaining a pardon.

Legal Advice

You may wish to discuss expungement issues, together with issues concerning your access and correction rights, with a lawyer to make the best judgement about whether and how to proceed with an expungement request or whether to file an access or correction request under municipal or provincial privacy legislation or under federal privacy law, and, if so, which requests to file and in what sequence.



If you wanted to know...

is published by the **Office of the Information and Privacy Commissioner/Ontario**.

If you have any comments regarding this publication, wish to advise of a change of address, or be added to the mailing list, please contact:

Communications Department
Information and Privacy Commissioner/Ontario
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Toronto, Ontario M4W 1A8
Telephone: 416-326-3333 • 1-800-387-0073
Facsimile: 416-325-9195
TTY (Teletypewriter): 416-325-7539
Website: www.ipc.on.ca
Email: info@ipc.on.ca



30% recycled
paper



Ontario
Provincial
Police

Criminal Record Check Police Record Check

Personal information contained on this form is collected pursuant to the *Police Services Act*, s.41 and federal and provincial privacy legislation and is collected for the purpose of processing this Police and/or Criminal Record Check(s). Information related to these checks will be retained for two years. Questions concerning this collection should be directed to your local OPP detachment.

Please indicate the check you are requesting below:

☐ Criminal Record Name Check

This check will include the following information as it exists on the date of the search:

Criminal convictions from RCMP National Repository of Criminal Records (Identification Databank), Canadian Police Information Centre (Intelligence and Investigative Databank), and local police databases where applicant resides. Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition orders, Absolute and Conditional Discharges (1-3 years) from local databases only.

This check will not include:

Convictions where a pardon has been granted
Convictions under provincial statutes
Local police contacts
Family court restraining orders
Foreign information
A Vulnerable Sector Verification search

☐ Police Record Name Check

This check will include the following information as it exists on the date of the search:

Criminal convictions from RCMP National Repository of Criminal Records (Identification Databank), Canadian Police Information Centre (Intelligence and Investigative Databank), and local police databases where applicant resides. Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition orders, Absolute and Conditional Discharges (1-3 years) from local databases only, Family court restraining orders. Criminal charges resulting in dispositions including, but not limited to, Stayed, Withdrawn, Dismissed, and cases of not criminally responsible by reason of mental disorder as listed on local indices, Police contacts including but not limited to theft, weapons, sex offences, or violent, harmful and threatening behaviour.

This check will not include:

A Vulnerable Sector Verification search

Applicant Information

Last Name			First Name		
Middle Names			Gender ☐ Male ☐ Female		
Maiden Name or other Last Names used			Name commonly used or other First Names		
Address Unit No.	Street Number	Street Name		PO Box	
City/Town		Province/State		Postal Code/ZIP Code	
Date of Birth (yyyy/mm/dd)		Country of Birth		Telephone	Email Address

Addresses for the Last Five (5) Years (if different from above)

Unit No.	Street Number	Street Name		PO Box	From (mm/yy)
City/Town		Province/State		Postal Code/ZIP Code	To (mm/yy)
Unit No.	Street Number	Street Name		PO Box	From (mm/yy)
City/Town		Province/State		Postal Code/ZIP Code	To (mm/yy)
Unit No.	Street Number	Street Name		PO Box	From (mm/yy)
City/Town		Province/State		Postal Code/ZIP Code	To (mm/yy)
Unit No.	Street Number	Street Name		PO Box	From (mm/yy)
City/Town		Province/State		Postal Code/ZIP Code	To (mm/yy)
Unit No.	Street Number	Street Name		PO Box	From (mm/yy)
City/Town		Province/State		Postal Code/ZIP Code	To (mm/yy)

Purpose of the Record Check (if other, please specify)

☐ Volunteer work ☐ Employment ☐ Student placement ☐ Immigration/Citizenship ☐ Office of the Children's Lawyer
☐ Adoption ☐ U.S. Waiver ☐ Legal name change ☐ Visa ☒ Other: Licence Application

Description of employment/volunteer position
Municipality of Meaford

☒ Agency/organization/client stamp affixed or letter attached

Extra copy (additional fee may apply) Reason for each copy requested if different from above
☐ Quantity _____

Third Party Disclosure (if applicable)

I hereby consent to full disclosure, by the OPP to the person(s) listed below, of all police record information. This consent includes the release of records listed at the top of this form. This consent is given pursuant to s.42(b) of the *Freedom of Information and Protection of Privacy Act*.

Last Name

First Name

Middle Initial

Title

Municipal Law Enforcement Officer

Name of Organization/Agency

Municipality of Meaford

Release and Discharge

Altering or tampering with this form, including any information on or attached to it that has been provided by a member of a law enforcement agency, is a Criminal Code offence. I hereby certify that the information provided above is true and correct to the best of my knowledge and belief. I hereby authorize the OPP to conduct such searches as are deemed necessary and as I have authorized herein and to conduct a local police contact search with any Police Service in Canada, to obtain the information required to complete this check and disclose such information to me or, if I have so requested, to the third party described above.

I hereby release and forever discharge Her Majesty the Queen in Right of Ontario, the Commissioner of the OPP and all members, agents, and employees of the OPP 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 collection and/or disclosure or information by the OPP. Furthermore, I waive all rights, present and future, relating to the disclosure of the information set out herein, and I understand that upon disclosure of such information, the OPP and all the aforesaid waive any responsibility for the use, application and/or dissemination of same by me.

This release and discharge shall apply to and be binding on my heirs, administrators, executors and assigns.

☐ Form LE229 - Declaration of Criminal Record attached

Signature of Applicant

Date (yyyy/mm/dd)

Identification☐ Identity of applicant has been verified

Name of Organization/Agency/Client

Telephone

Signature of Organization/Agency/Client Witness

Date (yyyy/mm/dd)

Police Use Only☐ Checked for completeness by

Member ID

Receipt Number

Fee Received

☐ \$ _____**Results for Name-Based Criminal Record Verification**☐ NEGATIVE

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, did NOT identify any records with the name(s) and date of birth of the applicant. **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.** 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.

☐ 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 the applicant to SUBMIT FINGERPRINTS to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company.** 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.

☐ Confirmation of a criminal record

(See attached page(s) for details)

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, 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.

Results of Fingerprint Comparison Search with the National Repository of Criminal Records☐ NEGATIVE – See attached (____ pages attached)☐ POSITIVE – See attached results letter (____ pages attached)**Results of Investigative Databank and Local Indices Results**☐ NEGATIVE – No information was revealed that can be disclosed in accordance with federal laws and RCMP policies☐ POSSIBLE – There may be records held by a local police service that are relevant to screening the applicant. The applicant should contact the police service to determine if the record(s) are relevant to the screening process. Police service _____☐ POSITIVE – See attached results letter

Date of Search (yyyy/mm/dd)

Member ID and Signature

Total number of pages attached to this form

Ontario Provincial Police Seal



Personal information contained on this form is collected pursuant to the *Police Services Act*, s.41 and Federal and Provincial privacy legislation and is collected for the purpose of processing this Vulnerable Sector Check. Information related to this check will be retained for two years. Questions concerning this collection should be directed to your local OPP detachment.

This check is to be used by applicants seeking a paid or volunteer position with vulnerable persons. "Vulnerable person" means a person who, because of their age, a disability or other circumstances, whether temporary or permanent, are (a) in a position of dependence on others; or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them, pursuant to the *Criminal Records Act*.

This check will include the following information as it exists on the date of the search:

- RCMP National Repository of Criminal Records, including the Pardoned Sex Offender Database - Pardoned criminal convictions as per the Schedule of the *Criminal Records Act*, including non sex offences, identified as a result of a Vulnerable Sector Verification search and authorized for release by the Minister of Public Safety and Emergency Preparedness
- Canadian Police Information Centre (CPIC) (Intelligence and Investigative Databanks)
- Outstanding entries, such as charges and warrants, judicial orders, Family court restraining orders, Peace Bonds, Probation and Prohibition orders
- Absolute and Conditional Discharges (1-3 years) from local police databases
- Criminal charges resulting in dispositions and non-conviction including, but not limited to: Stayed, Withdrawn, Dismissed, Not Guilty, and cases of not criminally responsible by reason of mental disorder as listed on local police indices
- Police contacts including but not limited to theft, weapons, sex offences, or violent, harmful or threatening behavior which may or may not have involved a mental health incident where no charges were laid

Applicant Information

Last Name		First Name	
Middle Names		Gender ☐ Male ☐ Female	
Maiden Name or other Last Names used		Name commonly used or other First Names	
Address Unit No.	Street Number	Street Name	PO Box
City/Town		Province/State	Postal Code/ZIP Code
Date of Birth (yyyy/mm/dd)	Country of Birth	Telephone	Email Address

Addresses for the Last Five (5) Years (if different from above)

Unit No.	Street Number	Street Name	PO Box	From (mm/yy)
City/Town		Province/State	Postal Code/ZIP Code	To (mm/yy)
Unit No.	Street Number	Street Name	PO Box	From (mm/yy)
City/Town		Province/State	Postal Code/ZIP Code	To (mm/yy)
Unit No.	Street Number	Street Name	PO Box	From (mm/yy)
City/Town		Province/State	Postal Code/ZIP Code	To (mm/yy)
Unit No.	Street Number	Street Name	PO Box	From (mm/yy)
City/Town		Province/State	Postal Code/ZIP Code	To (mm/yy)
Unit No.	Street Number	Street Name	PO Box	From (mm/yy)
City/Town		Province/State	Postal Code/ZIP Code	To (mm/yy)

Purpose of the Record Check

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.	☒ Agency/organization stamp affixed or letter attached
Title of employment/volunteer position	
Licence Application	
Description and details regarding the responsibilities towards children or vulnerable person(s)	
Municipality of Meaford	

Identification

☐ Identity of applicant has been verified	Name of organization/agency	
Telephone	Signature	Date (yyyy/mm/dd)

Release and Discharge

Altering or tampering with this form, including any information on or attached to it that has been provided by a member of a law enforcement agency, is a Criminal Code offence. 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 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 listed in Schedule 2 of the *Criminal Records Act*.

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 *Criminal Records Act* in respect of which a pardon 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 force or other authorized body. That police force 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.

I hereby certify that the information provided above is true and correct to the best of my knowledge and belief. I hereby authorize the OPP to conduct such searches as are deemed necessary and as I have authorized herein and to conduct a local police contact search with any Police Service in Canada, to obtain the information required to complete this check and disclose such information to me or, if I have so requested, to the third party described above.

I hereby release and forever discharge Her Majesty the Queen in Right of Ontario, the Commissioner of the OPP and all members, agents, and employees of the OPP 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 collection and/or disclosure or information by the OPP. Furthermore, I waive all rights, present and future, relating to the disclosure of the information set out herein, and I understand that upon disclosure of such information, the OPP and all the aforesaid waive any responsibility for the use, application and/or dissemination of same by me.

This release and discharge shall apply to and be binding on my heirs, administrators, executors and assigns.

☐ Form LE229 - Declaration of Criminal Record attached Signature of Applicant Date (yyyy/mm/dd)

Police Use Only				
☐ Checked for completeness by	Member ID	Location Code	Receipt Number	Fee Received ☐ \$
Results for Name-Based Criminal Record Verification				
☐ NEGATIVE	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, including pardoned sex offender records, did NOT identify any records with the name(s) and date of birth of the applicant. 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. 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.			
☐ 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, including pardoned sex offender records, could NOT be completed. Positive identification that a criminal record does or does not exist requires the applicant to SUBMIT FINGERPRINTS to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company. 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.			
☐ Confirmation of a criminal record (See attached page(s) for details)	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, including pardoned sex offender records, has resulted in a POSSIBLE match to a registered criminal record, but not to a pardoned sex offender 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.			
Results of Fingerprint Comparison Search with the National Repository of Criminal Records				
☐ NEGATIVE – See Attached (____ pages attached)				
☐ POSITIVE – See Attached (____ pages attached)				
Results of Investigative Databank and Local Indices Results				
☐ NEGATIVE – No information was revealed that can be disclosed in accordance with federal laws and RCMP policies				
☐ POSSIBLE – There may be records held by a local police service that are relevant to screening the applicant. The applicant should contact the police service to determine if the record(s) are relevant to the screening process. Police service _____				
☐ POSITIVE – See attached results letter				
Results of Police Vulnerable Sector Screening Only				
☐ A search of pardoned sex offenders was conducted. No information to release. (____ pages attached)				
☐ A search of pardoned sex offenders was conducted. Information authorized for release. (____ pages attached)				
☐ A search of pardoned sex offenders was not conducted.				
Date of Search (yyyy/mm/dd)	Member ID and Signature	Total number of pages attached to this form	Ontario Provincial Police Seal	