



# ALTONA POLICE SERVICE POLICE CRIMINAL RECORD CHECK (PCRC)

## LEVEL 1 CHECK

Application Date (yyyy-mm-dd)

### 1) APPLICANT BACKGROUND INFORMATION

(To be completed by the Applicant)

Must Print Legibly Under Each Heading

Surname		First Name (no initials)		Middle Name(s) (no initials)	
Maiden Name or Other Names (legally changed)		Usual First Name (if different from above)		Gender	
Date of Birth (YYYY-MM-DD)	Place of Birth	Telephone (home)		Telephone (cell)	
Current Address		City	Province	Postal Code	Since: (yyyy / mm)

#### Address History – please list all previous addresses for the past 5 years including addresses outside of Canada

Street name and # (please state below)	Apt/Unit #	City	Province	Postal Code	From yyyy mm	To yyyy mm

**Primary Identification:** (MUST be Government issued and include applicant's Name, Date of Birth, Current Address, Signature and Photo)

**Secondary Identification:** Government issued, or otherwise meet the ID requirements of the Altona Police Service

Primary ID Produced (Type / ID #):	Secondary ID Produced (Type / ID #):	ID Verified By:
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Do you have a criminal record to declare?  \*Yes  No

**\*If yes, you are required to fill out a Declaration of Criminal Convictions**

If your declaration of criminal convictions does not match the information located during the PCRC, you will be required to submit fingerprints as part of the identity verification process (except for local convictions).

### 2) PURPOSE OF THE POLICE CRIMINAL RECORD CHECK

Employment  Volunteer  Immigration / Citizenship  Adoption / Guardianship / Foster Parent  
 Tenant / Property Renter  Other:

Name of Employer / Organization / Agency:

Description of position / duties:

Do you require a Vulnerable Sector Check?  \*Yes  No

**\*If yes, stop and complete a Police Information Check – Vulnerable Sector (PIC-VS) Check instead.  
(Only available to applicants residing within the Town of Altona & LUD of Plum Coulee (west of Hwy 306)  
(Applicants residing outside the Town of Altona & LUD of Plum Coulee will need to contact their local Police service/detachment for a PIC-VS Check)**

### 3) SCOPE OF POLICE CRIMINAL RECORD CHECK

The Police Criminal Record Check (PCRC) will only include the following information as it exists on the date of the search:

- Confirmation of declared criminal convictions.
  - Summary convictions.
  - Suspended sentences.
  - Convictions under appeal.
  - Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period.
  - Absolute Discharges and Conditional Discharges within the applicable disclosure period.
- If the applicant submits their fingerprints, a record of criminal convictions (results include a 'certified criminal record check'.

### 4) CONSENT AND AUTHORIZATION

#### Applicant's Informed Consent for Police Criminal Record Check

- I hereby authorize the Altona Police Service to:
  - inquire into and conduct a search of my name in:
    - the RCMP National Repository of Criminal Records;
    - CPIC Investigative and Identification databanks, and
    - CPIC Intelligence databank,
  - and to inquire with and conduct a local police records search in my name with any Police Service in Canada, and to
    - disclose to me, or directly to a Federal or Provincial Government Department or Agency authorized by me, the results of any police records listed in Section 3 of this application.
- I understand that if information of a possible record exists, it will not be disclosed until identification has been confirmed by either myself or by fingerprints.
- I hereby authorize the Altona Police Service and Forrest Green Solutions Ltd, the third party company authorized to act as the Altona Police Service's virtual front counter for records checks, to exchange information including but not limited to the applicant's personal information and standard response messages, and to conduct electronic identity verification.

4. I hereby authorize any law enforcement agency or police service in Canada to disclose information to the Altona Police Service upon request for the purposes of the Police Criminal Record Check.
5. I am providing informed consent to have these sources of police information reviewed and disclosed, and I understand the nature of the information that may be contained in them.
6. I am allowing my personal information to be disclosed to a prospective employer or organization, and I acknowledge that my suitability could be determined based on the information disclosed. The suitability criteria are established and controlled by the employer or organization – not the police service or authorized body conducting the checks. The police service is not involved with, or responsible for, the decisions that are made by the employer or organization.
7. I also consent that, should I come into contact with any law enforcement agency or police service after the completion of this check while connected with the above employer / organization / agency, the Altona Police Service shall have the right to notify that employer / organization / agency.
8. I hereby release and discharge the Altona Police Service, and any other Police Service(s) contributing information, and all their Members, employees and agents of the said Service(s) 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 to myself or directly to any third party authorized by me.
9. I understand and agree that this application and any related records are retained by the Altona Police Service (and their on-line provider, if applicable) for a minimum of five years.
10. I certify that 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.

## 5) AUTHORIZATION FOR DISCLOSURE

*(Select one option)*

I request and consent to the disclosure of the Release of Results of Police Criminal Record Check (PCRC) directly to the Federal or Provincial Government Department or Agency listed in part 2 of this application.

OR

***(OPTION IS ONLY AVAILABLE FOR ON-LINE RECORDS CHECK APPLICATIONS)***

I request and consent to the information contained in the Release of Results of Police Criminal Record Check (PCRC) be disclosed directly to me via the Forrest Green web portal.

## 6) SIGNATURES

Applicant's name (print):	Signature
Parent / Guardian's name (if applicant under 18 years of age) (print):	Signature:
Police Service Witness Signature:	Employee #

## 7) NOTICE TO APPLICANTS

***The Altona Police Service reserves the right to discontinue, defer or deny a request for a Police Criminal Record Check at any time.***

All applicants and agencies/organizations receiving these checks should consult the Fact sheet at: <https://www.altona.ca/m/altona-police-service> for additional information.

Personal information contained on this form is collected for the purpose of processing this police record check. Questions concerning this collection should be directed to the Altona Police Service.

If the authenticity of this check is in question, please contact the Altona Police Service at 204-324-5373 or [crchecks@altona.ca](mailto:crchecks@altona.ca)

## 8) APPEALS PROCESS

An applicant may appeal the disclosure(s) contained within the Police Information Check – Vulnerable Sector by submitting a written request within 30 days of the completion of the check. The appeal should be addressed to the Chief of Police who will conduct a review. A written response will be provided within 90 days of receipt of the appeal request.

## 9) FOR POLICE USE ONLY

Date of Search:	Processed by:
Payment \$	Receipt #