



**ALTONA POLICE SERVICE
POLICE INFORMATION CHECK
VULNERABLE SECTOR
(PIC-VS)**

LEVEL 3 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 with the 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 a Criminal Record**

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

2) PURPOSE OF THE POLICE INFORMATION CHECK – VULNERABLE SECTOR

Employment Volunteer Other:

- a) Are you applying for a paid or volunteer position with a person, employer, or organization where you will be in a position of authority or trust towards one or more children or vulnerable person(s)? Yes *No
- b) If yes, do you require a Vulnerable Sector Check? Yes *No
- c) Do you reside within the Town of Altona or LUD of Plum Coulee? Yes *No

***If no to questions a – c, stop and complete a Police Criminal Records Check (Level 1) or Police Information Check (Level 2) instead.**

d) Will the results of the vulnerable sector check be sent outside of Canada? *Yes No

***If yes to question d, stop and complete a Police Criminal Records Check (Level 1) or Police Information Check (Level 2) instead.**

Employer / Organization / Agency Name:

Title / description of the paid or volunteer position:

Details regarding the responsibilities towards children or vulnerable persons:

(The Police Service reserves the right to refuse to conduct a Vulnerable Sector Check)

3) SCOPE OF POLICE INFORMATION CHECK – VULNERABLE SECTOR

The name-based **Police Information Check – Vulnerable Sector** will **only** include the following information as it exists on the date of the search:

- Confirmation of declared criminal convictions.
- Summary convictions.
- Convictions Under appeal.
- Suspended Sentences;
- Findings of Guilt and Findings of Guilt with Reprimand under the Youth Criminal Justice Act within the applicable disclosure period.
- Other Federal convictions, (if a public safety concern exists).
- Provincial Convictions (if a public safety concern exists).
- Absolute Discharges and Conditional Discharges within the applicable disclosure period.
- For adults only, as authorized for release by the Minister of Public Safety, all record suspension (pardoned) criminal convictions, including non sex offences, as identified by a Vulnerable Sector query.
- Outstanding and / or pending entries such as Charges and Warrants.
- Judicial Orders such as Peace Bonds (including expired Peace Bonds), Restraining Orders, Protection Orders, Probation Orders, and Prohibition Orders.
- Youth Extrajudicial Sanctions within applicable retention periods.
- Adult Diversions / Alternative Measures within applicable retention periods.
- Dispositions including, but not limited to Stay of Proceedings (within 1 year for youth), and cases of Not Criminally Responsible.
- Adult dispositions including, but not limited to Withdrawn, Dismissed, Not Guilty and Acquittal.
- Youth dispositions including, but not limited to Withdrawn, Dismissed, Not Guilty and Acquittal, within the applicable disclosure periods.
- For criminal/federal offences: Accused, Suspect, Suspect Chargeable, Charges Recommended, Wanted, or Arrested information (unless youth Extrajudicial measures / sanctions taken).
- For criminal/ federal offences: Victim, Witness or Subject of Complaint (only under exceptional disclosure).
- Any additional information recorded in police databases documenting the applicant to have been a suspect in a criminal / federal offence.
- Adverse contact involving the threat or actual use of violence directed at other individuals, regardless of, but without disclosing mental health status.

- 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 Information Check and Vulnerable Sector Search:

- 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 including Pardoned Sex Offender 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 a summary of 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 to conduct electronic identity verification.
- I hereby consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police (RCMP) to determine if I have been convicted of, and been granted or issued a Record Suspension (Pardon) for, any of the sexual offences that are listed in the schedule to the Criminal Records Act.
 - I understand that if, as a result of giving this consent, a search discloses that there is a record of my conviction for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a Record Suspension (Pardon) was granted or issued, that record shall be provided by the Commissioner of the RCMP to the Minister of Public Safety, even though a pardon has been granted or issued for the offence(s).
 - The Minister may disclose all or part of the information contained in that record to a police service or other authorized body.
 - The 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, employer, organization or agency above that requested the verification, that information will be disclosed to that person, employer, organization or agency.
- 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 Information Check – Police Vulnerable Sector Check.
- 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.
- 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.
- 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.
- I hereby release and discharge the City of Altona, Altona Police Service, and any other Police Service(s) and Law Enforcement Agency(s) contributing information, and all their members, employees, , volunteers, agents and elected officials 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 Altona Police Service.
- I understand and agree that this application and any related records are retained by the Altona Police Service (and their on-line virtual front counter provider, if applicable) for a minimum of five years.
- 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 and authorization, understand it, and agree to it in its entirety.

5) AUTHORIZATION FOR DISCLOSURE

(Check Box)

- I will pick up the Release of Results of Police Information Check – Vulnerable Sector (PIC-VS) at the Altona Police Station.
- A third party such as a family member, friend or employer cannot pick up the results on your behalf.
 - The applicant will have to produce photo identification when they pick up the results.
- OR
- I request and consent to the disclosure of the Release of Results of Police Information Check directly to the Federal or Provincial Government Department or Agency listed in part 2 of this application.
- OR
- (OPTION TWO IS ONLY AVAILABLE FOR ON-LINE RECORDS CHECK APPLICATIONS)**
- I request and consent to the information contained in the Release of Results of Police Information Check 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 Information Check – Vulnerable Sector at any time.

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

The Altona Police Service shall neither confirm the existence of information, nor disclose information belonging to another police service without written permission of the originating police service.

Personal information contained on this form is collected for the purpose of processing this police information 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@altonapolice.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 #