



TORONTO POLICE SERVICE

SELECT ONE:

CRIMINAL RECORD CHECK

CRIMINAL RECORD AND JUDICIAL MATTERS CHECK

\$26.72 administrative fee (waived if volunteer letter provided)

To submit your application by mail, please include your completed form, payment (certified cheque/business cheque/money order payable to Toronto Police Service), and copies of two pieces of government issued identification – both **must** include applicant's name, date of birth and signature, and one **must** have a photo. Mail to *Police Reference Check Program, 40 College Street, Toronto, Ontario M5G 2J3.*

TO BE COMPLETED BY APPLICANT

Last name		First name	Middle name(s)	
Maiden name/other last name(s) used		Other first name(s) used		Date of birth (YYYY/MM/DD)
Number and street name			Unit number	Gender
City		Province	Postal code	
Phone number		Email address		

Reason for request

Reason for request (ex. Employment, volunteering, etc.)

The **Criminal Record Check** will include the following information as it exists on the day of the search:

- Criminal convictions (summary and/or indictable) from CPIC and/or local databases
- Findings of guilt under the Youth Criminal Justice Act (YCJA) within the applicable disclosure period

The **Criminal Record and Judicial Matters Check** will include the following information as it exists on the day of the search:

- Criminal convictions (summary and/or indictable) from CPIC and/or local databases
- Findings of guilt under the Youth Criminal Justice Act (YCJA) within the applicable disclosure period
- Outstanding entries, such as charges and warrants, judicial orders, peace bonds, probation and prohibition orders
- Absolute and Conditional discharges for 1 or 3 years respectively

Consent

I hereby authorize the Toronto Police Service to conduct a record check of the National Repository of Criminal Records maintained by the RCMP and local police databases that will be based on the name(s) and date of birth provided by the applicant. I may be required to provide fingerprinting results for verification purposes.

This screening is not intended for individuals being employed and/or volunteering with Vulnerable* person(s). A more comprehensive process is available through the Police Reference Check Program for suitable agencies.

With the passage of the Police Record Check Reform Act, the Ontario government has clarified that youth records are not to be provided to potential employers. Exceptions apply when the applicant is employed by or volunteering with a government agency.

**Vulnerable person means a person who, because of their age, a disability or other circumstance, 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 person(s) in a position of authority or trust relative to them.*

Applicant's signature	Date (YYYY/MM/DD)
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Personal information on this form is collected and disclosed pursuant to the *Police Services Act*. The *Municipal Freedom of Information and Protection of Privacy Act* and the *Criminal Records Act* and will be used to disclose personal information only to the applicant upon receipt of the applicant's written consent. Questions should be directed to: Police Reference Check Program, 416-808-8244. Additional information is also available on the Service's website at www.tps.to/police-checks. This information may or may not pertain to the subject of this inquiry. Positive identification can only be confirmed through submission of fingerprints.

FOR POLICE USE ONLY

Type of identification produced	ID number	
Type of identification produced	ID number	
Badge #	Initials	Fee received