



# Annapolis Valley Regional School Board

Working Together for Students

August 1, 2016

## RCMP IN APPLICANT'S PLACE OF RESIDENCE OR IMMEDIATE AREA

To Whom It May Concern:

**RE: CRIMINAL RECORD CHECK  
VULNERABLE SECTOR CHECK (Criminal record check for a sexual offence for which a pardon  
has been granted or issued)  
FOR A VOLUNTEER**

Please complete the above mentioned checks for this individual on behalf of the Annapolis Valley Regional School Board. As this individual will be a volunteer of the School Board, our policies on the protection of students require that all volunteers and employees complete this process.

The applicant has two (2) pieces of identification:

- a picture ID, preferably Government issued
  - Driver's license (preferred)
  - Passport
  - identification card from Access Nova Scotia
  
- an identification with the applicant's current address on it
  - a power bill
  - a bill with the address

It is understood that the checks will not be completed without these pieces of identification.

Yours truly,

Erica Weatherbie  
Director of Human Resources

EW/sh

DIRECTOR OF  
HUMAN  
RESOURCES

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## CRIMINAL RECORD CHECKS

**Please have ALL mandatory items in hand before proceeding to the counter, for more efficient service.**

**#1**

**#2**

**#3 (if not on either of #1 or #2)**

PRIMARY ID:	SECONDARY ID	PROOF OF CIVIC ADDRESS:
<p style="text-align: center;"><u>Government issued</u> PHOTO ID which includes:</p> <p><b>**Full Name (no initials)</b> <b>** Signature</b></p> <p style="text-align: center;">ie, Provincial Driver's License Nova Scotia Photo ID Canadian Passport</p>	<p style="text-align: center;"><u>Government-issued</u></p> <p style="text-align: center;">If your full name appears on this, but not on your Photo ID, we will accept this as proof of your full name</p> <p style="text-align: center;">ie, Birth Certificate Canadian Passport Firearms Card Canadian Citizenship Card Old Age Security Card Status Card Provincial Health Insurance</p>	<p>(street name, street number; if this is <u>not</u> on your Driver's License)</p> <p><b>**We do <u>not</u> accept mailing addresses**</b></p> <p><b>You must prove that you live in our area in order for us to accept your application</b></p> <p style="text-align: center;">ie, Personalized cheque Tax or Utility bill Vehicle registration Insurance Card or Policy Lease Agreement</p>

**PLEASE NOTE:**

To have a **vulnerable sector search** done, you also must have the **full name and full address of the business or organization** who is requesting this document, to put on your application.

You must also be able to explain how you are in a direct position of trust/authority to vulnerable persons for the party who is requesting the vulnerable sector check.



### Consent for the Release of Police Information

**Part 1 - Applicant Information (please print)**

Last name		Given name (1)		Given name (2)		Gender <input type="checkbox"/> M <input type="checkbox"/> F		Date of birth (yyyy-mm-dd)	
Address (no., street, apt.)			City (Community)		Province		Postal code		
civic:			civic:						
Tel. no. (incl. area code)		Place of birth		Usual first name or alias		Maiden name or any other last name			
Previous address if less than 5 years at current address									
Address 1 (no., street, apt.)				City		Province		Postal code	
Address 2 (no., street, apt.)				City		Province		Postal code	

**Part 2 - Consent**

**Important - Informed Consent (provided by the individual)**

As an individual providing informed consent to have these sources of police information reviewed and disclosed, it is important that you understand the nature of the information that may be contained in them. By agreeing to allow your personal information to be disclosed to a prospective employer or organization, you acknowledge that you understand that your suitability could be determined based on the information disclosed. The suitability criteria are established and controlled by the employer or the organization - not the police agency or authorized body conducting the checks. The police agency or authorized body is not involved with, or responsible for, decisions that are made by the employer or organization.

**Statement of Consent:** I consent to a search of all records and information available at the time the search is conducted, including non-conviction information, charges before the courts, findings of guilt or convictions and court orders registered in my name in the National Repository of Criminal Records and local records available to the police service. I understand that if information or a possible record exists, it will not be disclosed until identification has been confirmed by either myself or by fingerprints.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ Signature: \_\_\_\_\_

Record Check results will be picked up in person by the applicant, or:

**Identity of the organization that is requesting and should receive the results of the record checks**

Name of Person or Organization		Address (no., street, apt.)	
City		Province	Postal code

**Waiver for consent of release of information to third party:**  
I consent to the release of any and all information from available records to the authorized person of the above indicated Organization/Company/Firm.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ Signature: \_\_\_\_\_

Fingerprint: For card scan submissions only.

Finger: \_\_\_\_\_

**Part 3 - Type of Record Check Required - Completed by Applicant (selected and Initialed)**

1	<b>Name-Based Criminal Record Check</b>  Initial here if requesting a Name-Based Criminal Record Check	A query, based on name and date-of-birth, of active criminal files in the RCMP National Repository of Criminal Records. Used to determine the possible existence of a criminal record. Generally used as a preliminary search only to determine if a Fingerprint-based Criminal Record Check may be required. The query may also include a search of court records and a query of <u>records management systems in other police agencies' jurisdictions</u> through the Police Information Portal (PIP) or other data sharing systems.
2	<b>Fingerprint-Based Criminal Record Check</b>  Initial here if requesting a Fingerprint-Based Criminal Record Check	A fingerprint-based search of the RCMP's national repository of fingerprints and criminal record information. The results of the search will produce a document that includes criminal record information where the identity of the applicant has been verified by fingerprints.
3	<b>Vulnerable Sector Check</b>  Initial here if requesting a Vulnerable Sector Check  <input type="checkbox"/> RCMP form 3923 is attached.	A Vulnerable Sector Check is the most comprehensive type of check. It includes a query based on name and date of birth of a local police agency's records management system, commonly referred to as a local indices check, in addition to queries of CPIC Identification, Investigative, and Intelligence Data Banks. The query may also include a search of court records and a query of <u>records management systems in other police agencies' jurisdictions</u> through the Police Information Portal (PIP) or other data sharing systems.
4	<b>Declaration of Criminal Records</b>  Initial here if requesting a Declaration of Criminal Records	This will result in the RCMP detachment providing a list of all of the criminal convictions and related information that are included on the criminal record on CPIC. This may only be provided by the detachment where the applicant lives.  <input type="checkbox"/> Declaration of Criminal Records (RCMP form 6358) is attached.

**Part 4 - Identification Provided**

(1) \_\_\_\_\_ (2) \_\_\_\_\_

RCMP Employee: \_\_\_\_\_ ID. no.: \_\_\_\_\_



Reference Number to be completed by detachment

Consent for Check for a Sexual Offence for which a Record Suspension (Pardon) has Been Granted or Issued (Vulnerable Sector Verification)

PIB CMP PPU 005 and CMP PPU 030

This form must be submitted with RCMP form 6388 - Consent for the Release of Police Information

This form is to be completed by an individual applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons...

To be used only for organizations inside of Canada.

Part 1 - Identification of the Applicant

Form with fields for Surname, Given name, Gender (Male/Female), and Date of birth (yyyy-mm-dd).

Part 2 - Reason for the Consent

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.

Form with fields for Title of the paid or volunteer position and Name of the person or organization.

Details regarding the responsibilities towards children or vulnerable person(s)

\*\*Please provide details below regarding the responsibilities towards children or vulnerable persons. This is a mandatory field, in order to perform a Vulnerable Sector Search\*\*

Options for Paid position (fee enclosed) and Volunteer position (letter from non-profit organization attached).

Part 3 - Consent

I hereby consent to a search being made in the automated records retrieval system maintained by the Royal Canadian Mounted Police to find out 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 of 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 of the Criminal Records Act...

Fingerprint: For card scan submissions only.

Form with fields for Contributing agency (Royal Canadian Mounted Police), Signature of applicant (X), and Date (2016-).

Part 4 - Verification

Form with fields for Name of verifier, Title, and Date received.

Finger: \_\_\_\_\_