



POLICE INFORMATION CHECK

Consent to Search and Disclosure of Personal Information

Application Form must be completed in **FULL** before your request will be completed.
Please print clearly in **BLUE** ink only, completing **ALL** fields. If the field is not applicable
to you, please use **N/A**.

Date Received (YYYY – MM – DD)
Transaction Amount/Type:
Transaction Number:
VSPN # (if applicable)

Part 1 – Reason for the Police Information Check

(ie. Employment, Volunteer, Licensing, Adoption, Foster Care, Kinship Care, Day Home, Paid Practicum, Unpaid Practicum, Refugee Sponsor, Name Change)

Agency Requesting Police Information Check: _____

Position Title: _____

Will you be responsible for:
(If any individuals are noted, complete Part 4 on Page 2) _____
(ie. Children/Youth, Elderly, Disabled, Dependent Individual, Patients)

Have you ever been convicted for a **CRIMINAL OFFENCE IN CANADA** for which you have **not** received a Record Suspension (aka Pardon)? Yes No

Part 2 – Personal Information

Surname/Family Name: _____ **Given Name:** _____ **Middle Name(s):** _____

Date of Birth: (YYYY – MM – DD) _____ **Gender:** _____ **Place of Birth:** (City/Province/State/Country) _____

All Other Maiden / Surnames / Family / Assumed Names Used: _____

All Other Given Names / Aliases Used: _____

City of Lethbridge resident since? _____

Current Street Address : _____

City: _____ **Province:** _____ **Postal Code:** _____

Day Phone: _____ **2nd Phone:** _____

If you have not lived with the City of Lethbridge for **the last five years**, list **all** cities / provinces / states / countries where you have lived (other than Lethbridge) for six months or longer:

Street name and # (please state below)	Apt/Unit #	City	Province	Postal Code	# of Years

Part 3 – Police Information Check Consent

I consent to the Lethbridge Police Service (the “Police Service”) conducting the following searches about me:

- A. Criminal convictions, conditional and absolute discharges and other related information about me contained in Canada’s National Repository of Criminal Records.
- B. Criminal and provincial statute dispositions and any pending criminal or provincial statute charges before the Alberta courts as identified in the Justice Online Information Network.
- C. Current court orders, warrants, prohibition orders, probation orders, peace bonds, recognizance orders in Alberta and current outstanding out-of-province warrants identified in the Canadian Police Information Centre.
- D. Information obtained from local police records, which may include a query of the Police Information Portal, in which I was the subject of a police investigation where a risk to public safety exists. A decision to disclose information described here in Section D will be made by the Lethbridge Police Service upon consideration of several factors, including the nature of the responsibilities of the position applied for, the individuals with whom I will be interacting, the frequency and recency of the occurrences, any demonstrated patterns of behaviour and the reliability of the information contained in the records.

Signature:

Date (YYYY – MM – DD):

Parent/Guardian

Signature: (if applicant is under 18)

Date (YYYY – MM – DD):

Part 4 – Vulnerable Sector Check Consent

A Vulnerable Sector Check is completed when required by the requesting agency, because you will be responsible for the well-being of children, the elderly, people with disabilities or other vulnerable populations. It is the Lethbridge Police Service that determines or verifies that the position you are applying for meets the requirements for a Vulnerable Sector Check.

A Vulnerable Sector Check is required when you will be in a position of trust or authority over vulnerable persons including children, the elderly and people with disabilities. A Vulnerable Sector Check involves a search of the automated criminal records (pardoned sex offender) retrieval system maintained by the RCMP, to identify the existence of sex offences for which a Record Suspension or Pardon exists. A Vulnerable Sector Check also includes a search of local police records to determine if any patterns of behaviour exist, that may result in harm to a vulnerable person.

I 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 have been granted or issued a 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 of the *Criminal Records Act* in respect of which a Pardon was granted or issued, that record shall 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.

I understand that the Lethbridge Police Service will not disclose this information to the requesting agency without further consent from me.

Please provide a brief description of the position you are applying for and identify the vulnerable population you will be in a position of trust or authority over (i.e. are they children, persons with disabilities or from some other vulnerable population):

I acknowledge that I understand when a Vulnerable Sector Check is required, and, if required, I consent to the Vulnerable Sector Check.

Signature:

Date (YYYY – MM – DD):

Parent/Guardian

Signature: (if applicant is under 18)

Date (YYYY – MM – DD):

Part 5 – Police Information Check Waiver

A police record consists of information created or gathered by police. It may include information such as criminal charges and convictions, non-conviction information such as acquittals, findings of not criminally responsible by reason of mental disorder, stays of proceedings, participation in alternative measures and other diversionary programs, investigations, and occurrences that did not result in charges being laid. A police record may also include non-criminal contact with police. Even if you have never been charged or convicted of an offence, a police record may exist as a result of an interaction with police, including interactions due to mental health issues or as a result of an investigation conducted by police, whether you knew about the investigation or not. Information created or gathered by police is retained in accordance with the Lethbridge Police Service’s records retention schedule. If you require further information about a police service’s retention schedule, please contact the police service responsible for completing your Police Information Check.

I give my consent to the Lethbridge Police Service to use any and all information about me that it has found after completing the above-identified searches, including information obtained from local police records, to complete a Police Information Check and I give my consent to the Lethbridge Police Service to disclose the results of the searches to me in a Police Information Check. I understand that it is my decision whether I provide the results of the searches to any other person or organization. I understand that further information about the Police Information Check process is available in the Alberta Police Information Check Disclosure Procedures, which are available on the Lethbridge Police Service’s website.

I remise, release and forever discharge the Lethbridge Police Service, the Chief of Police of the Lethbridge Police Service, the Lethbridge Police Service’s Police Commission, and all of their administrators, successors, assigns, agents, officers, servants and employees from any and all demands or claims of every nature and kind at law or in equity including, without limitation, all manner of actions, suits, debts, dues, general damages, special damages, pecuniary damages, costs or interest, incurred by me or my legal representatives, heirs, assigns or agents and arising from or in any way related to my participation in the Police Information Check process and the obtaining of a Police Information Check.

The information collected on this form and the information collected, used and disclosed as part of this Police Information Check process will be collected, used and disclosed in accordance with the *Freedom of Information and Protection of Privacy Act* or as otherwise provided by law.

By signing this form, I confirm that I have fully informed myself and understand the content, meaning and effect of this consent and release of liability, and I declare that the information provided by me is accurate and may be verified by the Lethbridge Police Service through police information databases if required.

Signature: _____ **Date (YYYY – MM – DD):** _____

Parent/Guardian Signature: (if applicant is under 18) _____ **Date (YYYY – MM – DD):** _____

LETHBRIDGE POLICE SERVICE USE ONLY:

Verified by:	Employee Number:	Date (YYYY – MM – DD):
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