



## BRANDON POLICE SERVICE POLICE INFORMATION CHECK / POLICE VULNERABLE SECTOR CHECK

**UNIT 1. TO BE COMPLETED BY APPLICANT**  
Must Print Legibly Under Each Heading

Date of Request (YYYY-MM-DD)

Surname	First Name (no initials)	Middle Name(s) (no initials)
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Maiden Name or Other Names (legally changed)	Usual First Name (if different from above)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Gender X
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Date of Birth (YYYY-MM-DD)	Place of Birth	Telephone	Email
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Current Address	City	Province	Postal Code	From YYYY-MM	To PRESENT
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**Address History – please list all previous addresses for the past 5 years including addresses outside of Canada**

Street name and # (please state below)	Unit #	City	Province	Postal Code	From	To
					YYYY-MM	YYYY-MM
					YYYY-MM	YYYY-MM
					YYYY-MM	YYYY-MM
					YYYY-MM	YYYY-MM
					YYYY-MM	YYYY-MM

**Identification - \*MUST be Government issued and include applicant's Name, Date of Birth, Current Address, Signature and Photo\***

ID Produced:	ID Produced:	ID Verified By:
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**Reason for Request:**

<input type="checkbox"/> Employment	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Taxi	<input type="checkbox"/> Visa/Immigration	<input type="checkbox"/> School	<input type="checkbox"/> Other _____
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Title of Position:	Name of person or organization:
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Is the "Reason for Request" dealing with Vulnerable Sector?    \*Yes    No   \*If yes, complete Unit 2

Do you have a criminal record to declare?    \*Yes    No   \*If yes, please fill out a Declaration of Criminal Convictions

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 Administrative Services Unit Sergeant at Brandon Police Service.

**Applicant's Consent**

1. I hereby release and discharge the Brandon Police Service and all Members and employees of the said Service 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.
2. I hereby authorize the Brandon Police Service to inquire into and disclose the results of any police records indicating criminal convictions, conditional and absolute discharges within the applicable disclosure period, outstanding criminal charges, CPIC Investigative, Intelligence, and Identification Databanks, including pardoned sex offender records to me, and to conduct a local police contact search with any Police Service in Canada.
3. 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.
4. I also consent that should I come into contact with any Police agency after the completion of this check while connected to the below named organization, that Brandon Police Service shall have the right to notify that agency.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## UNIT 2. POLICE VULNERABLE SECTOR VERIFICATION

This unit 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, if the position is in a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to be determined if the applicant has been convicted of a sexual offense listed in the schedule to the *Criminal Records Act* and received a record suspension.

Vulnerable Persons: A person who because of their age, a disability, or other circumstances, whether temporary or permanent, (a) are in a position of dependence on others; or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.

### Part 1: Reason for Consent (Please fill out the following):

I am an applicant for a paid, volunteer or practicum position with a person or organization responsible for the well-being of one or more children or vulnerable persons.

Title of Position:

Name of person or organization:

Details regarding the responsibilities towards children/vulnerable person(s):

### Part 2: Applicant's Consent to Conduct a Police Vulnerable Sector Search

I hereby 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 been granted a record suspension for, any of the sexual offenses that are listed in the schedule to the *Criminal Records Act*. I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offenses listed in the schedule of the *Criminal Records Act* in respect of which a record suspension was granted or issued, I will be required to provide fingerprints to confirm that record and that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Minister of Public Safety and Emergency Preparedness, 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. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

Signature of Applicant:

Date:

X

**NOTE: All applicants and agencies relying on these checks should consult the Standard Operating Guidelines (SOG) and Fact Sheets at [www.brandon.ca](http://www.brandon.ca). If the authenticity of this check is in question, please contact the Criminal Record Check Office at 204-729-2311.**

**The Police Information Check (PIC) will include the following information as it exists on the date of the search:**

- Confirmation of declared criminal convictions from CPIC and/or local databases
- Summary convictions for 5 years, when identified by check of local Police service databases
- Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period
- Outstanding entries such as Charges, Warrants, Judicial Orders, Peace Bonds, Probation Orders, and Prohibition Orders
- Absolute Discharges and Conditional Discharges within the applicable disclosure period (1 year for Absolute, 3 years for Conditional)

**The Police Vulnerable Sector Check (PVSC) will include all of the above and the following information as it exists on the date of the search:**

- All Record Suspensions or Pardons as authorized for release by the Minister of Public Safety and Emergency Preparedness
- In exceptional cases, non-conviction information (when it meets the Exceptional Disclosure Assessment) including but not limited to, Stayed, Withdrawn, Dismissed, and Not Criminally Responsible by Reason of Mental Disorder may be disclosed

*The Brandon Police Service reserves the right to refuse to complete a Police Information Check/Police Vulnerable Sector Check.*

## UNIT 4: POLICE USE ONLY

Date of Search:

Processed by: X

Payment

Cash  Debit  Visa  Mastercard

Receipt #