



## **Moose Jaw Police Service-Criminal Occurrence Security Check**

**\* If you require a Certified Copy of your Criminal Record, which requires fingerprints DO NOT COMPLETE THIS FORM - Instead please contact our Ident Unit at (306)694-7617 to make an appointment for Fingerprinting**

### **PLEASE READ INSTRUCTIONS CAREFULLY**

- You must be a resident and reside within the City limits of Moose Jaw to have your application processed here.
- The application form **MUST** be completed in **BLUE INK ONLY** or it will not be accepted.
- Form must be completed with all required information, signed and dated. Incomplete forms will be returned to the applicant.
- Applicant must present 2 pieces of **VALID** identification – **one must be photo ID**. Acceptable forms of ID are Driver's License, Birth Certificate, Health Card or Passport
- Applicant will be contacted by telephone when their form is complete and ready to be picked up. The completed form can only be picked up by the applicant, who must provide photo Identification.
- All volunteer forms will be mailed out to the non-profit organization it is being released to. Please ensure that the complete address **including postal code** is filled out on your form - incomplete forms will be returned to the applicant.
- Forms will be processed within 10 to 14 business days.
- Application Fee:
  - \$40.00 for employment and all other non-volunteer
  - \$10.00 for volunteer to a non-profit organization only
  - **Cash only** (exact change required) or **money order** accepted
  - No debit/interact available

**PLEASE DIRECT ALL INQUIRIES TO (306) 694-7611**



## MOOSE JAW POLICE SERVICE CRIMINAL OCCURRENCE SECURITY CHECK

**NOTE: If you need a Certified Copy of your Criminal Record, which requires fingerprints,**

**DO NOT COMPLETE THIS FORM**  
Instead, Please contact our Ident Unit at (306)694-7617

<b>NAME OF APPLICANT:</b>	_____		
	<small>Surname</small>	<small>Legal Given Name</small>	<small>All Middle Names(No Initials)</small>
<b>MAIDEN NAME and/or any other names used:</b>		<b>Male</b> <input type="checkbox"/> <b>Female</b> <input type="checkbox"/>	
<b>DATE OF BIRTH:</b> _____ Year _____ Month _____ Day		<b>PLACE OF BIRTH: City, Province/State, Country</b>	
<b>ADDRESS:</b> _____			
	<small>Apt#</small>	<small>Street/Avenue</small>	<small>City/Town</small> <span style="float: right;"><small>Province/Postal Code</small></span>
<b>TELEPHONE NUMBER #1:</b>		<b>TELEPHONE NUMBER #2:</b>	
<b>PREVIOUS ADDRESS (Past 5 Years)</b>			
<b>Identification Produced:</b>		(1)	(2)
<b>REASON FOR APPLICATION</b>		Employment <input type="checkbox"/>	Volunteer <input type="checkbox"/>
<b>FOR VOLUNTEER APPLICATIONS ONLY, Please Provide Full Name and Mailing Address of Non-Profit Organization:</b>			
<b>Volunteer Organization Name:</b>			
<b>Volunteer Organization Mailing Address:</b>			
* Postal Code Required			
<b>STATEMENT OF CONSENT:</b>			
<i>I consent to a search of all records available at the time the search is conducted, including a vulnerable sector check based on name and date of birth only, charges before the courts, including active alternative measures, stays of proceedings entered within one year of this request and court orders (including peace bonds, restraining orders and recognizances under sections 810.01, 810.1 or 810.2 of the Criminal Code) registered in my name in the National Repository and local records available to the police service. I understand that if a possible record exists, it will not be disclosed until identification has been confirmed by myself or by fingerprints.</i>			
<b>Dated this</b> _____ <b>day of</b> _____ <b>20</b> _____ <b>Signature:</b> _____			



## MOOSE JAW POLICE SERVICE CRIMINAL OCCURRENCE SECURITY CHECK

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE: YES \_\_\_\_\_ NO \_\_\_\_\_

**\* If Yes, please accurately self-disclose all convictions below – any errors or missing information will result in an incomplete form that will not be processed and will require the applicant to be fingerprinted.**

### DECLARATION OF CRIMINAL RECORD (if applicable) – Completed by Applicant

#### APPLICANT SHOULD

- Identify All Criminal Convictions.

#### APPLICANT SHOULD NOT

- Disclose Offence Convictions for which the Applicant has received a Pardon.

### DECLARATION OF CRIMINAL RECORD

- Does not constitute a Certified Criminal Record by the RCMP.
- May not contain all criminal record convictions.

#### NOTE

- A Certified Criminal Record can only be issued based on the submission of fingerprints to the RCMP National Repository of Criminal Records.

Offence	Date of Sentence	Location

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



# MOOSE JAW POLICE SERVICE CRIMINAL OCCURRENCE SECURITY CHECK

Name : \_\_\_\_\_  
(Please Print)

Date of Birth: \_\_\_\_\_

**FOR VOLUNTEER APPLICATIONS ONLY, Please Provide Full Name and Mailing Address of Non-Profit Organization:**

Volunteer Organization Name:

Volunteer Organization Mailing Address:  
\*Postal Code Required

**\* TO BE COMPLETED BY POLICE SERVICE \***

A search of records including a Vulnerable Sector Check based on name and date of birth only, has NOT disclosed any charges before the courts, findings of guilt, or convictions, including pardoned sex offender records, in Canada's National Repository for Criminal Records – NOT CONFIRMED BY FINGER PRINTS.

A search of records including a Vulnerable Sector Check based on name and date of birth only and not supported by fingerprints, may or may not have disclosed a record of Criminal Convictions, including pardoned sex offender records. Applicant must be fingerprinted to obtain a Certified Accurate Criminal Record.

A search of records based on name and date of birth only has indicated that there is a/ are Criminal Code Charge(s) or other orders pending before the Courts which could alter the results of the applicants Criminal Occurrence Security Check.

A search based on name and date of birth only, including a Vulnerable Sector Check (which includes pardoned sex offender records) indicates that the Applicant has accurately self-disclosed all Criminal Code Convictions. NOT CONFIRMED BY FINGER PRINTS.

A search based on name and date of birth only, indicates that the Applicant FAILED to accurately self-disclose all Criminal Code Convictions. Applicant must be fingerprinted to obtain a Certified Accurate Criminal Record.

Completed at Moose Jaw Police Service

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Chief of Police or Designate  
Moose Jaw Police Service