



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

The Information that you provide to the Moose Jaw Police Service is collected under the Authority of the Saskatchewan Local Authority Freedom of Information and Protection of Privacy Act-Section. Your personal information is protected by Saskatchewan's Local Authority Freedom of Information and Protection of Privacy Act and can be reviewed on request.

Applicants under eighteen (18) can only apply for their own purposes (Privacy Request) or for a position within a Municipal, Provincial or Federal government agency.

### **PLEASE READ INSTRUCTIONS CAREFULLY**

**\* If you require a CERTIFIED COPY of your Criminal Record, which requires fingerprints contact our Ident Unit at (306)694-7617 to make an appointment for Fingerprinting. DO NOT COMPLETE ANY FORMS.**

### **PLEASE PRINT CLEARLY ON ALL PAGES – ILLEGIBLE FORMS WILL NOT BE ACCEPTED**

- You must be a resident and reside within the City limits of Moose Jaw to have your application processed here. **If you reside outside the City Limits you MUST attend the Police Service in your area.**
- You must present your application **IN PERSON – NO EXCEPTIONS**
- The application form MUST be completed in **BLUE INK ONLY** or it will not be accepted.
- Forms 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, SGI Identification Card, Birth Certificate, Health Card or Passport
- Applicants 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 – NO EXCEPTIONS - the applicant must provide photo Identification at the time of pickup also.**
- Forms will be processed within 14 business days.
- Processing time will vary from applicant to applicant based on the length of time and location of a previous residence. A police records check from another agency will inevitably increase the amount of time required to process your local criminal records check. Processing requests to other police agencies could delay the completion of your criminal records check.
- Once processed the Applicant will be contacted to pickup their completed form.

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

**Moose Jaw Police Service**  
**CRIMINAL OCCURRENCE SECURITY CHECK**

This process involves a **Basic Criminal Record Check** and a **Judicial Matters Check**  
**This check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons.**

**Basic Criminal Record Check**

Criminal Record Search based on the name(s), date of birth and declared criminal record history of the applicant, to obtain the information required to complete the criminal record check and disclose such information to them.

The search will include:

- Criminal convictions from CPIC and/or local databases
- Summary convictions (previous 5 years) when identified
- Findings of guilt under the *Youth Criminal Justice Act* within the applicable disclosure period\*\*

**Judicial Matters Check**

This check is intended for applicants who are involved as a volunteer, employee or in any situation where a **COMPREHENSIVE** Criminal Record Check is requested. This check is NOT intended for applicants seeking to work or volunteer directly with vulnerable persons.

The search will include:

- Criminal convictions from CPIC and/or local databases
- Summary convictions (previous 5 years) when identified
- Outstanding entries, such as charges and warrants, judicial orders, peace bonds, probation and prohibition orders
- Absolute and Conditional Discharges (for 1 or 3 years after the finding of guilt respectively)
- Findings of guilt under the *Youth Criminal Justice Act* within the applicable disclosure period\*\*

\*\* Note: Youth records will only be provided to agencies that fall under Sec 119(o) of the YCJA (i.e. Federal, Provincial or Municipal government agencies)

- Application Fee for CRIMINAL RECORD CHECK:
  - \$50.00 for employment and all other non-volunteer
  - \$20 for Volunteers (no letter required)
  - Cash (exact change required) or money order accepted
  - Debit/interact available