

# RECORD CHECK APPLICATION FORM

There are changes to the Criminal Record Checks with the Implementation of the ONTARIO POLICE RECORD CHECKS REFORM ACT.

See below

**Provisions under the POLICE RECORD CHECKS ACT include the following: Prohibit Police Agencies from providing the results of any type of Record Check for someone under the age of 18 years to any Non-Government Agencies such as:**

- Schools
- Universities
- Hospitals
- Private Retirement Homes
- Private Day Cares

***POLICE RECORD CHECKS for anyone under the age of 18 years will only be conducted for employment or volunteer with a Municipal/Provincial/Federal Government Department or Ministry such as:***

- Municipal Departments: Town/City Hall, city parks, Public Library
- Provincial Ministries: MTO, Education, Health, Long Term Care Facilities, Day Cares
- Federal Departments: Department of Defence, CBSA, Corrections Canada

**Should you require the Record Check from one of the above agencies a second form MUST be competed- see staff for further instruction**

Should you require a copy of your YOUTH record see office staff for further instruction

**The Act Allows for 3 Levels of Criminal Record Checks**

**CRIMINAL RECORD CHECK (CRC)**

**CRIMINAL RECORD & JUDICIAL MATTERS CHECK (CRJMC)**

**VULNERABLE SECTOR CHECK (VSC)- must be 18 years of age and older**

**\*\* Applicants MUST produce a letter from the agency or organization requiring the VSC check \*\***

You must indicate on the application which check is being requested

**EMPLOYMENT CHECKS - \$55.00**

**VOLUNTEER - \$25.00**

You must bring 2 pieces of Government Identification with you- a Valid Drivers' Licence (proof of LaSalle residency) or Ontario Photo Card along with one of the following:

Birth Certificate  
Passport  
Native Status Card  
Possession and Acquisition Licence

Pleasure Craft Operator Card  
Immigration Documents/ Permanent Residence Card  
Nexus Card/FAST

**\*\*\* ATTACH ALL PRINTOUTS \*\*\***  
**POLICE USE ONLY**

**LEVEL 1 – Criminal Record Check (PCRC)**

- CNI  NO RECORD  RECORD
- RMS  NO RECORD  RECORD
- PIP  NO RECORD  RECORD
- Person Document Created  YES

**LEVEL 2 – Criminal Record and Judicial Matters Check (CRJMC)**

- 10-29  NO RECORD  RECORD
- CNI  NO RECORD  RECORD
- PIP  NO RECORD  RECORD
- RMS  NO RECORD  RECORD
- Dispatch History  NO RECORD  RECORD
- Driver's Licence Checks  Valid DL  ADDRESS HISTORY
- Need to Contact Other Agency  YES  NO  NO RECORD  RECORD
- Person Document Created  YES

**LEVEL 3 – Police Vulnerable Sector Check (PVSC)**

- 10-29  NO RECORD  RECORD
- FIP  NO RECORD  RECORD
- CNI  NO RECORD  RECORD
- Driver's Licence Checks  Valid DL  ADDRESS HISTORY
- PIP  NO RECORD  RECORD
- RMS  NO RECORD  RECORD
- Dispatch History  NO RECORD  RECORD
- Need to Contact Other Agency  YES  NO  NO RECORD  RECORD
- Person Document Created  YES

Queried by: \_\_\_\_\_ Date of Query: \_\_\_\_\_