



Bridgewater Police Service
Service De Police D'Bridgewater

45 Exhibition Drive
 Bridgewater, NS B4V 0A6

CRIMINAL RECORDS CHECK

This search is not intended for individuals seeking a volunteer and/or employment position with children or vulnerable person(s).

BPS-CR-514 April 2014

PRINT CLEARLY & Complete Fully.

_____ < SURNAME, First Name, Middle Name

_____ < Unit/Number, Street

_____ < City, Province

_____ < Postal Code

_____ < Telephone Number

Contact Phone Number: _____

Contact Name: _____

Organization/Agency _____

Requiring Check: _____

Date of Request: _____

NON-VOLUNTEER VOLUNTEER

Date of Birth (yy/mm/dd): _____ | _____ | _____ Height: _____ Eye Color: _____ Hair Color: _____

Maiden Name: _____ Other Names Used: _____

Place of Birth: _____ Reason For Request: _____ Sex: M F

FIVE YEAR ADDRESS HISTORY IF DIFFERENT THAN ABOVE

Unit/Number:	Street:	City:	Prov:	Postal Code:	Policing Agency:
Unit/Number:	Street:	City:	Prov:	Postal Code:	Policing Agency:
Unit/Number:	Street:	City:	Prov:	Postal Code:	Policing Agency:

I hereby certify that the information provided above is true and correct to the best of my knowledge and belief. I hereby authorize the Bridgewater Police Service to conduct such searches as are necessary to obtain the information required to complete this criminal Records Check and disclose such information to me.

SIGNATURE OF APPLICANT: _____

Signed this date: _____, 201_____

(BY APPLICANT) Do not sign until in the presence of Commissioner of Oaths

- A Police Criminal Records Search may provide the following information obtained from the Canadian Police Information Centre (C.P.I.C)**
- Outstanding entries (i.e. charged & wanted persons)
 - Records of criminal convictions, as the records exist on the date of search
 - Findings of guilt where pardon has not been granted

VOID without Bridgewater Police seal

FOR POLICE USE ONLY

This is to confirm that no criminal convictions nor outstanding charges have been found in the Canadian National Repository of Criminal Records as a result of a search based on the above name and date of birth. The search has not been confirmed by fingerprints.

This is to notify that there may be criminal convictions associated to the above name and date of birth, the existence of which can only be confirmed by the RCMP based on fingerprints.

This is to notify that there may be Criminal Convictions associated to the above name on Provincial Databases

PHOTO ID CHECK

Government Issued Photo ID

Receipt Number: _____ Other (Specify) _____

Records Staff Initials: _____

Date Completed (yy/mm/dd): _____ | _____ | _____

(BY POLICE)

Signed: _____

POLICE AUTHORIZING SIGNATURE

SCREENING INSTRUCTIONS – CRIMINAL RECORDS CHECK

The Search includes national and local databases available to police. The possible existence of criminal convictions and outstanding charges, as well as incidents of all police contacts for the previous five years will be considered for release.

PROCEDURE

1. The ***Criminal Records Check Form*** must not be altered.
2. The applicant **must** produce two pieces of **valid (i.e. not expired)** identification that confirm his/her **name, date of birth and address**. One Piece of identification presented must include a **photo**. The Following is a list of items that could be considered acceptable forms of identification.

Photo Identification:

Which provides photo and both name and date of birth of an individual

- *Driver's Licence
- Nova Scotia Identification Card
- Government Employment Card (with d.o.b.)
- Military Employment Card
- Age of Majority Card
- Canadian Citizenship Card (up-to-date)
- Indian Status Card
- International Student Card
- Passport
- Permanent Resident Card
- Possession and Acquisition Licence (PAL)
- Canadian National Institute for Blind (CNIB)

* Recent Utility Bill required to verify current Nova Scotia address if no Driver's Licence is available.

Non-Photo Identification:

Which provides both the name and date of birth of an individual:

- Birth Certificate
- Baptismal Certificate
- Hunting Licence
- Fishing Licence
- Outdoors Card
- Health Card
- Immigration Papers

3. If a person requesting the Records Check is under the age of 16 years and does not have sufficient identification a parent or legal guardian (with proper identification) can guarantee the young person's identity.
4. In the case of a possible match, individuals who require a copy of their criminal record will be contacted by the Bridgewater Police Service to setup an appointment to have fingerprints taken and sent to Ottawa.
5. Criminal Records Checks are processed on Tuesdays and Thursdays between 8 AM and 1 PM.

For more information, please visit our Web site at bridgewaterpolice.ca