



**Bridgewater Police Service**  
**Service De Police D'Bridgewater**

45 Exhibition Drive  
 Bridgewater, NS B4V 0A6

**POLICE RECORDS CHECK FOR SERVICE WITH THE VULNERABLE SECTOR**

BSPSR-514 March 2019

**PRINT CLEARLY & Complete Fully.**

\_\_\_\_\_ < First Name, Middle Name, Surname

\_\_\_\_\_ < Unit/Number, Street

\_\_\_\_\_ < City, Province

\_\_\_\_\_ < Postal Code

Agency Requesting Check:

NON-VOLUNTEER  VOLUNTEER

Position Applied For:

Contact Name:

Contact Number:

|  |  |                    |       |                           |               |             |
|--|--|--------------------|-------|---------------------------|---------------|-------------|
| DATE OF REQUEST (yy/mm/dd):                              |  |                    |       | Height:                   | Eye Color:    | Hair Color: |
| Maiden Name:   | Other Names Used:  |                    |       | Date of Birth (yy/mm/dd): |               |             |
| Place of Birth:  | Sex: <input type="checkbox"/> M <input type="checkbox"/> F | Home Phone Number: |       | Business Phone Number:    |               |             |
| <b>FIVE YEAR ADDRESS HISTORY IF DIFFERENT THAN ABOVE</b> |  |                    |       |                           |               |             |
| Unit/Number:   | Street:  | City:              | Prov: | Postal Code:              | Police Agency |             |
| Unit/Number:   | Street:  | City:              | Prov: | Postal Code:              | Police Agency |             |
| Unit/Number:   | Street:  | City:              | Prov: | Postal Code:              | Police Agency |             |

1. I 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 charged and/or convicted of any criminal offences or convicted and granted a pardon for any of the sexual offences that are listed in the schedule of 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 offences listed in the schedule of the *Criminal Records Act* in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted police service or authorized body will then disclose that information to me.
2. I hereby release and discharge the Bridgewater Police Service and all their agents from any and all claims, actions and demands for damages, loss or injury of any nature arising from disclosure of information. I hereby authorize the Bridgewater Police Service to inquire into and conduct local police information searches Canada wide and disclose to myself details of police investigated incidents that the Bridgewater Police believes may assist an agency in making an informed decision concerning my application. Furthermore, I understand that upon the disclosure of information, the Bridgewater Police Service and all their agents waive any responsibility for its use and or subsequent dissemination by myself.
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

SIGNATURE OF APPLICANT: \_\_\_\_\_ Signed this date: \_\_\_\_\_, 201\_\_\_\_\_

**Do not sign until in the presence of Commissioner of Oaths**

**FOR POLICE USE ONLY**

**NEGATIVE**  
 This is to confirm that no criminal convictions, outstanding charges, nor pardoned sex offences 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.

**CONFIRMATION OF CRIMINAL RECORD**  
 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.

**INCOMPLETE**  
 This is to notify that the above person has been involved in notable police incidents related to the five (5) year address history provided.  
 SEE ATTACHED DISCLOSURE

Date Completed (yy/mm/dd): \_\_\_\_\_

(BY POLICE)

Signed: \_\_\_\_\_

POLICE AUTHORIZING SIGNATURE

VOID without Bridgewater Police seal

## SCREENING INSTRUCTIONS – POLICE 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.

If an outside agency does not provide the police records checks, "INCOMPLETE" will appear on page one of this form. It is the responsibility of the applicant to contact the outside police agency to obtain a local police records check.

**This search is intended for individuals seeking employment and/or a volunteer position with children or vulnerable person(s). Information is collected and disclosed according to section**

### INFORMATION FOR RELEASE

The following information contained in local databases may be considered for release when it is deemed appropriate:

- Suspect information, where the release of such will not hinder any ongoing investigation.
- Reports resulting from particular incidents relating to the Mental Health Act.
- Any notable police contact.

This search does not cover the following areas: discharges and pardons (with the exception of sexual offences listed in the schedule to the *Criminal Records Act*). The information contained on this certificate is accurate on the date issued.

For more information, please visit our Web site at [bridgewaterpolice.ca](http://bridgewaterpolice.ca)

### PROCEDURE

1. The **Police 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. Some individuals who require a Vulnerable Records check may be required to have their fingerprints taken by the **Bridgewater police Service** an appointment will be set up, if this is the case.
5. Police Records Checks are processed in approximately 3-6 weeks, assuming timely response from other police services and depending on request volumes.
6. The **service fee** can be waived if the applicant presents a letter from a local organization that intends to engage in a **volunteer** capacity. The letter must be provided on official letterhead, in original.

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