



Criminal Records Screening & Vulnerable Sector Certificate

Note: This form is to be used by a person applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons. If the position is a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule to the Criminal Records Act and has been pardoned.

Please select your location

- ☐ Northeast Avalon
- ☐ Corner Brook Region
- ☐ Labrador West

Identification of Applicant

Last Name:*	First Name*
Second Name	Third Name
Maiden / Other Names <i>(Your last name at birth)</i>	Gender*
City/Town/Province of Birth*	Date of Birth*
Telephone Number	Email

Residential Address

Street Address*	Apt/Unit
City/Town*	Province*
Postal Code*	

Mailing Address*(if different from residential address)*

- ☐ Same as Residential Address

Street Address*	Apt/Unit
City/Town*	Province*
Postal Code*	

Have you been convicted of any offence for which a Record Suspension (formerly pardoned) has not been granted?*

- ☐ YES If yes, please provide details:
- ☐ NO

Have you ever changed your identity?*

- ☐ YES If yes, please provide all current and former legal names:
- ☐ NO

Have you ever been prohibited by any court from processing any firearm, ammunition, or explosive substance?*

- ☐ YES If yes, please provide details:
- ☐ NO

Reason for Request:*

- ☐ Required for Employment
- ☐ Required For Volunteer Position
- ☐ Required For Education
- ☐ Required For Foster Care and Kinship
- ☐ Other

Name of the organization requesting the Criminal Records Screening Certificate

Description of the paid or volunteer position

Description of Vulnerable Sector position: Details about the children or vulnerable persons (e.g. age, or other factors that can show how the person is vulnerable)

Organization Contact Information

Contact Person*	Contact Telephone*
Street Address*	Apt/Unit
City/Town*	Province*
Postal Code*	

Consent

I hereby consent that a search of your records be conducted to determine if there are any criminal convictions or criminal findings of guilt related to me in your records.

I hereby acknowledge that the police service cannot guarantee that a search for criminal records and criminal findings of guilt will capture every conviction or finding of guilt. I further acknowledge that I am aware that, although the police service exercises best efforts to ensure that search results are accurate, errors or omissions may occur.

In making this application, I agree to allow the Police Service to extend the search to include current investigations and present and or pending charges.

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 convicted of, and been granted a record suspension (formerly pardon) for, any of the sexual offences that are listed in the schedule to the Criminal Records Act.

As an individual providing informed consent to have these sources of police information reviewed and disclosed, it is important that you understand the nature of the information that may be contained in them. By agreeing to allow your personal information to be disclosed to a prospective employer or organization, you acknowledge that you understand that your suitability could be determined based on the information disclosed. The suitability criteria are established and controlled by the employer or the organization – not the police agency or authorized body conducting the checks. The police agency or authorized body is not involved with, or responsible for, decisions that are made by the employer or organization.

There are two sources of information that comprise what is referred to as police information. Subject to your consent, these two sources of information are searched to determine if they contain personal information that relates to you and which may be disclosed in accordance with applicable laws:

1. Records in the Investigative and Intelligence data banks contributed by Canadian police agencies to the Canadian Police Information Centre (CPIC) system.
2. Local police information contained in local agency Occurrence Records Management Systems.

Local police information involves non-criminal entries where police respond to a call or complaint. This investigative activity is normally recorded in the police agency's Occurrence Records Management System. Information that is disclosed on the application for a Criminal Records Screening Certificate & Vulnerable Sector Check will contain local police records systems and includes any adverse information where the individual is identified as having negative contact with the police. Adverse information is defined as an occurrence in which the applicant is the subject of a founded and substantiated complaint relating to a provincial or federal offence: or a suspect, charged with a provincial or federal offence whether acquitted or convicted. Adverse information does not include a file where the applicant is only considered a "victim", or a "witness".

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 to the Criminal Records Act in respect of which a record suspension was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclosed all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

Signature	Date
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Privacy Statement: The personal information collected in this form will be used only for the administration of those programs provided by the Government of Newfoundland and Labrador for which the supplier is a participant. This information is being collected in accordance with section 61(c) of the Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015). All information provided will be maintained in a secure manner and confidentiality will be protected, as required by the ATIPPA, 2015. For questions or comments related to the protection of your personal privacy, please e-mail RNCATIPP@rnc.gov.nl.ca.