



**OTTAWA POLICE SERVICE
SERVICE DE POLICE D'OTTAWA**

*Working together for a safer community
La sécurité de notre communauté, un travail d'équipe*

CRIMINAL RECORDS CHECK

Crime Free Multi-Housing Program

(this search is intended solely for partners fully certified on the CFMHP)

FORM #308a/Rev. December 2009

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

Rental Office	Requested for: CLV Group	Date of Request: _____
	Location: _____	Voucher: _____
	Fax to: 613-728-2978	Form verified by: _____

Applicant Section	Surname: _____		First Name: _____		Middle Name: _____		Sex: _____
	Maiden Name: _____		Other Names Used: _____		Date of Birth: _____	<u>YY</u>	<u>MM</u>
	Place of Birth: _____			Home Telephone Number: _____			
	Current Address:	Number/Unit: _____	Street: _____	City: _____	Prov.: _____	Postal Code: _____	

Applicant Authorization	<p>I hereby certify that the information provided above is true and correct to the best of my knowledge and belief. I hereby authorize the Ottawa Police Service to conduct such searches as are deemed necessary to obtain the information required to complete this Criminal Records Check and disclose such information directly to CLV Group a participant of the Ottawa Police Service Crime Free Multi-Housing Program.</p>	
	<p>_____ SIGNATURE OF APPLICANT</p>	<p>Signed this date _____, 2010 (BY APPLICANT)</p>

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 a pardon has not been granted

FOR POLICE USE ONLY - CFMHP Fax 613-760-8073	
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>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.</p> <p style="text-align: center;"><i>CC is within last five (5) years CC not for offense on CFMHP list</i></p> <p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> </p>
<input type="checkbox"/>	<p>This is to notify that there may be outstanding charges associated to the above name and date of birth.</p>

OTTAWA POLICE AUTHORIZATION	
Date completed: _____	(Year/Month/Day)
<p>Signed: _____</p> <p style="font-size: small;">POLICE MEMBER AUTHORIZING SIGNATURE</p>	

SCREENING INSTRUCTIONS – CRIMINAL RECORDS CHECK

The search includes national databases. The possible existence of criminal convictions and outstanding charges will be considered for release.

Information is collected and disclosed according to section 29(1) and 32 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Police Services Act, R.S.O. 1990,c.P.15

This search does not cover the following areas: summary convictions, pardons, discharges, information contained in local police databases. The information contained on this certificate is accurate on the date issued.

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

PROCEDURE

1. The *Criminal Records Check Form* must not be altered.
2. The applicant **must** produce two/three pieces of appropriate identification that confirm his/her **name, date of birth and address**. One piece of identification presented must include a **photo**. *Ontario Health Cards cannot be accepted for identification purposes* (Health Cards and Numbers Control Act, 1991 section 2.2(1)). 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**
Government Employment Card
Military Employment Card
Age of Majority Card
Canadian Citizenship Card
Indian Status Card
International Student Card
Passport
Permanent Resident Card
Firearms Acquisition Certificate (FAC)
Canadian National Institute for Blind (CNIB)

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
Hospital Card
Canadian Blood Donor Card
Immigration Papers

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

3. In the case of a possible match, individuals who require a copy of their criminal record will have to be fingerprinted by a private fingerprinting agency listed below. The prints will be taken (for a fee) and it will then be the applicant's responsibility to send the fingerprints along with a certified cheque or money order in the amount of **\$25** (payable to the Receiver General of Canada) to the Royal Canadian Mounted Police, NCO i/c Civil Section, Identification Services, 1200 Vanier Parkway, Ottawa, Ontario, K1A 0R2. Results of the RCMP's search will be forwarded directly to the applicant by the RCMP. Two RCMP approved fingerprinting agencies are:

International Fingerprinting Services Canada
100 Argyle Avenue, Ottawa, ON K2P 1B6
Phone: (613) 237-9061

Commissionaires Fingerprinting Services
24 Colonnade Road, Ottawa, ON K2E 7J6
Phone: (613) 231-6462

4. Criminal Records Checks are processed while you wait if the CFMHP unit is unable to process them in the required delay. Applicant **MUST have the voucher** (\$28 service fee) in hand for the request to be processed.

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