

1. Chief of Police, or NCO i/c RCMP \_\_\_\_\_, Saskatchewan  
(city)

I am requesting a criminal record check as part of my application for placement with the Regina Public School Division.

School \_\_\_\_\_ Program \_\_\_\_\_

## 2. PERSONAL INFORMATION FOR COMPLETION BY APPLICANT

Name \_\_\_\_\_  
(Last) (First) (Middle)

Other name (if applicable, show maiden or any other name you have ever used) \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City/Town) (Province) (Postal Code)

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Birth Date (Year/Month/Day) \_\_\_\_\_ Birth Place (City/Town, Prov/State, Country) \_\_\_\_\_

Have you ever been charged with a criminal offence?  Yes  No  Male  Female

## 3. STATEMENT OF CONSENT *(Completion required)*

I consent to a search of all records available at the time the search is conducted, including pending charges, convictions and court orders registered in my name in the National Repository and database available to the police service. I understand that if a possible record exists, it will not be disclosed unless identification has been confirmed by either myself or by fingerprints.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## 4. CONSENT FOR PERSONS APPLYING FOR POSITIONS WITHIN THE VULNERABLE SECTOR *(Completion required)*

I am an applicant for a volunteer position with Regina Public Schools, an organization responsible for the well-being of school-aged children. The position is a position of authority or trust relative to those children and/or may allow me to bid into a school-based position.

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 pardon for, any of the sexual offences that are listed in the schedule to 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 to 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 to the Solicitor General of Canada, who may then disclose 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 of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## 5. RELEASE TO BE COMPLETED BY APPLICANT IN PRESENCE OF POLICE PERSONNEL

I hereby authorize the Regina Police Service/RCMP to release the results of this check to the Human Resources and Workplace Diversity Department, Regina School Division No. 4, 1600-4th Avenue, Regina, Saskatchewan, S4R 8C8.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## 6. RESULTS OF CHECK FOR COMPLETION BY THE POLICE *(Please use official police department form, if available.)*

A name check of police records reveals:

- (1) No criminal record (\_\_\_\_). *Check if applicable.*
- (2) No sexual offence for which a pardon has been granted or issued (\_\_\_\_). *Check if applicable.*
- (3) Charges pending under the *Criminal Code of Canada*, the *Controlled Drugs and Substances Act* or the *Food and Drugs Act* (\_\_\_\_). *Check if applicable.*
- (4) A possible criminal record that is being verified by a fingerprint submission (\_\_\_\_). *Check if applicable.*

Signature, Name and Position \_\_\_\_\_ Date \_\_\_\_\_

Police Department or RCMP Detachment \_\_\_\_\_

Collator/Dept. Stamp

### The following information is provided to assist you in completing this form.

- Application for the criminal record check should be made with the Regina City Police or local RCMP detachment (if not a resident of Regina).
- Request must be made in person.
- Two pieces of I.D. will be required (Birth Certificate/Driver's Licence).
- This form should be taken as proof of our request for the criminal record check and vulnerable sector search.
- The Regina Public School Division will only accept original documents. Photocopies and faxes are not acceptable.

Note: Regina City Police office hours are 8:00 a.m. to 4:00 p.m. Monday to Friday.

