



## DECLARATION OF CRIMINAL RECORD

(To be completed by applicant)

1. This form must be completed in order to receive a copy of a name-based Criminal Record, which includes Adult Criminal Convictions and associated information from the RCMP National Repository of Criminal Records.
2. Failure to complete this form accurately, will result in an INCOMPLETE Record Check, and require submission of fingerprints to the RCMP National Repository of Criminal Records. (Additional fees will apply for the fingerprinting process.)

Last Name	Give Names	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth (yyyy-mm-dd)
Current Address	City	Province	Postal Code

### A DECLARATION OF CRIMINAL RECORD

- A Declaration of Criminal Record does not constitute a Certified Criminal Record by the RCMP
- A Declaration of Criminal Record may not contain all criminal record convictions
- A Certified Criminal Record can only be issued by C.C.R.T.I.S. based on the submission of fingerprints to the RCMP National Repository of Criminal Records

#### Declarations **MUST** include:

- a) All convictions for offences under Federal Law.

#### Declarations **must NOT** include:

- a) A conviction for which you received a Record Suspension (Pardon) in accordance with the Criminal Records Act.
- b) A conviction when you were a "Young Person" (12 years old but less than 18 years old), under the Youth Criminal Justice Act.
- c) An Absolute or Conditional Discharge, pursuant to section 730 of the Criminal Code of Canada.
- d) An offence for which you were not convicted. (for example: charges that were Withdrawn, Dismissed, etc.)
- e) Any Provincial or Municipal offences.
- f) Any charges dealt with outside of Canada.

OFFENCE	DATE OF SENTENCE	LOCATION

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date