



CONSENT FOR DISCLOSURE OF CRIMINAL RECORD INFORMATION

Applicable Fee payable by cheque or money order to **TOWN OF NEW GLASGOW**
(Please print, if form completed manually)

Reason for Application –

PART 1

Surname	Given name (1)	Given name (2)	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Tel. no. (incl. area code)
Address (no., street, apt.)		City	Province	Postal Code
Date of birth (yyyy-mm-dd)	Place of birth	Driver's license no.	Usual first name or alias	Maiden name/any other surname
Previous address (if less than 5 years at current address)		City	Province	Postal Code

PART 2

Pursuant to Section 8(1) of the Privacy Act of Canada, I hereby authorize the New Glasgow Regional Police to disclose my personal information to:

Full name	Title	Name of organization		
Address (no., street, apt.)	City	Province	Postal Code	

PART 3

WAIVER AND RELEASE:

I hereby release and forever discharge the Town of New Glasgow, the New Glasgow Regional Police, their members, employees, agents and assigns from any and all actions, causes of actions, claims and demands for damages, loss or injury, which may hereafter be sustained by myself, howsoever arising out of the above authorized disclosure of information and waive all rights thereto.

PART 4

This consent is valid for a period of three months from the date of signature.

Signed this _____ day of _____, _____ Signature of applicant _____

PART 5

Following is information contained in the records of the New Glasgow Regional Police, the Canadian Police Information Centre or records from other police services accessible through computer queries and is based on a name and date of birth check only. **** A record may or may not exist** for the subject of this inquiry, positive identification and a certified criminal records check can only be obtained through a fingerprint check. This can be made with the submission of a complete set of fingerprints to:

INFORMATION AND IDENTIFICATION SERVICES
CANADIAN CRIMINAL RECORD INFORMATION SERVICES
Box 8885
OTTAWA, ONTARIO K1G 3M8

YOUNG OFFENDER INFORMATION – The Youth Criminal Justice Act/Young Offenders Act make it an offence to disclose young offender information. In cases where an adult's record contains young offender information or a young offender requests a copy of his/her criminal record, the criminal record information **MUST** be given to the requestor. Individuals can disclose their own information, but even with consent the New Glasgow Police is not legally permitted to disclose young offender information.

INSTRUCTION TO REQUESTERS: The following section contains varying degrees of police information.

- Confirm with the party identified in PART 2, the exact information they require.
- Choose the category which best symbolizes the information you are providing consent for the New Glasgow Police to disclose and place your initials in the appropriate INITIALS box.
- The part identified in PART 2 will be advised accordingly of negative checks.
- Checks resulting in possible "hits" for information identified in categories 1, 2, or 3 will require confirmation by the submission of fingerprints.
- You will be required to confirm that information located through the checks stipulated in category 4, is your personal information.
- You may withdraw this consent prior to disclosure.

No.	Initials	Category of Information for Disclosure	FOR POLICE USE ONLY
1.		Records of criminal convictions found in the Identification Data Bank attainable through the Canadian Police Information Centre (CPIC) for which a pardon has not been granted. Make CPIC Criminal Record "LEVEL 1" Query ONLY.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist
2.		Records of criminal convictions attainable through CPIC for which a pardon has not been granted plus records of outstanding criminal charges of which the New Glasgow Regional Police is aware or indicated within the Investigative Data Bank of CPIC. Make CPIC Criminal Record "LEVEL 1" Query AND a Persons CPIC Query.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist
3.		Records of criminal convictions and summary of police information (including records of outstanding criminal charges which the New Glasgow Regional Police is aware or indicated within the Investigative Data Bank of CPIC) attainable through CPIC for which a pardon has not been granted plus records of discharges which have not been removed from the Identification Data Bank in accordance with the Criminal Records Act. This will include all charges regardless of disposition. Make CPIC Criminal Record "LEVEL 2" Query AND a person CPIC Query.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not Exist
4.		Police information located on computer systems and information located through local police indices checks. This will include all information related to non convictions and all charges regardless of disposition. Make Persons Queries on Local System and CPIC. In view of the general nature of this information confirm with requester this is in fact information pertaining to him/her. Requesters MUST confirm information which pertains to them prior to disclosure. If a discrepancy exists, do not disclose this information.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist

COMPLETED BY:

(Authorized signature)	Position/Rank:	Date
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For Office Use Only:

Identification used		
CPIC Check		
PROS Check, if required		
Local Check, if required		
Entered on PROS		
Remarks		

Indicate Amount Paid: _____

Cash/Cheque/Money Order #: _____
(Cross out the one that does not apply)

Note: Fee for all Criminal Records Checks must be paid before processing will take place.