



Instructions – Declaration of Criminal Record

IMPORTANT NOTICES

The confirmation of a declaration of criminal record does not constitute a Certified Criminal Record by the RCMP-GRC.

The confirmation of a declaration of criminal record may not contain all criminal record convictions.

Criminal Record

A certified Criminal Record is defined as a summary of an individual's offence convictions and non-convictions (where authorized) that are releasable in accordance with Federal laws, based on the results of a Fingerprint-based Criminal Record Verification.

Instructions

1. Enter name and date of birth exactly as they appear on CONSENT FOR RELEASE OF POLICE INFORMATION.
2. Enter one criminal charge per line.
3. Identify the offence, date of sentence, and location of sentence.

Declare the Following Information

All convictions for offences under federal law.

DO NOT DECLARE THE FOLLOWING

Absolute discharges or Conditional Discharges, pursuant to the Criminal Code, section 730.

Any charges for which you have received a Pardon, pursuant to the Criminal Records Act.

Any offences while you were a "young person" (twelve years old but less than eighteen years old), pursuant to the Youth Criminal Justice Act.

Any charges for which you were not convicted, for example, charges that were withdrawn, dismissed, etc.

Any provincial or municipal offences.

Any charges dealt with outside of Canada.

Any charges for which you received a stay of proceedings.



Declaration of Criminal Record

This form must be submitted with CPS – Consent for the Release of Police Information form.

PART 1 – DECLARATION OF CRIMINAL RECORD (if applicable) – Completed by Applicant			
Surname	Given Name	Sex	Date of Birth (YYYY/MM/DD)
Current Address	City	Province	Postal Code

Signature of Applicant: Date:

DECLARATION OF CRIMINAL RECORD

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DO NOT DECLARE THE FOLLOWING:

- Absolute discharges or Conditional discharges, pursuant to the Criminal Code, section 730.
- Any charges for which you have received a Pardon, pursuant to the Criminal Records Act.
- Any offences while you were a “young person” (twelve years old but less than eighteen years old), pursuant to the Youth Criminal Justice Act.
- Any charges for which you were not convicted, for example, charges that were withdrawn, dismissed, etc.
- Any provincial or municipal offences.
- Any charges dealt with outside of Canada.

NOTE:

A Certified Criminal Record can only be issued based on the submission of fingerprints to the RCMP National Repository of Criminal Records.

Offence	Date of Sentence	Location

☐ Consent for the Release of Police Information is attached.