Royal Canadian Mounted Police / Gendarmerie royale du Canada

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PIB	RCMP PPU 030
PIB	RCMP PPU 005
PIB	RCMP PPU 065

Consent for Certified Criminal Record Checks - Employment Purposes

Canadian Criminal Real Time Identification Services (CCRTIS)

For more information, please visit the RCMP's online Criminal Records page or email CCRTIS-SCICTR@rcmp-grc.gc.ca.

Applicant Information

Given Name	Surname	Date of Birth (yyyy-mm-dd)

Application Types

Application Type	Information Released on Certified Criminal Record Products
• Employment (police) - RCMP Member • Employment (police) - Canadian Police Force	• Conviction information • Youth information • Active (non-expired) absolute or conditional discharge information • Suspended (pardoned) information - (Minister approval required) • Non-conviction information
• Employment (police) - RCMP Civilian Member • Employment (police) - Civilian Employee • Employment - Provincial Government	• Conviction information • Youth information • Active (non-expired) absolute or conditional discharge information
• Employment - Federal Government	• Conviction information • Youth information • Outstanding charges • Active (non-expired) absolute or conditional discharge information • Non-conviction information (released for Transport Canada employment only)
• Employment (police) - PROS User • Employment - Private Industry • Volunteer Employment • Employment (other)	• Conviction information • Active (non-expired) absolute or conditional discharge information

☐ I understand that each application type releases different criminal record information.

How Your Personal Information is Used

Check each box to indicate you have read and understand.

Possible Consequences

☐ The results of a certified criminal record check can have consequences that can affect you personally. Some of the consequences may include loss of employment opportunities and rejection of your volunteer application.

Use of Personal Information

☐ Your personal information will be used by governments in Canada, private companies, and other bodies that you authorize for security and reliability screening.

☐ If you are a person of interest or involved in a criminal investigation, your personal information may be shared with the investigating agency.

☐ Personal information banks (PIB) RCMP PPU 065, RCMP PPU 030, and RCMP PPU 005 provide detailed information about how the RCMP collects, uses, discloses, retains, and/or disposes of information provided for certified criminal record check applications. These PIBs also provide other information not related to civil applications.

☐ You are giving consent to CCRTIS to update your criminal record (if you have one) with any new name that you provide on your certified criminal record check application.

☐ You are giving consent to CCRTIS to notify the relevant police agency of any new information that you may have provided on your certified criminal record check application (e.g. new name, new address).

☐ The personal information you provide on your certified criminal record check application is protected under the *Privacy Act*. You have the right to the protection of, access to, and correction of personal information. To request access or modification of your personal information, contact: RCMP Access to Information and Privacy Branch by email at atipb@rcmp-grc.gc.ca or by phone 1-855-629-5877 or 613-843-6800.

☐ Your personal information is searched and disclosed in accordance with Canadian law, including the *Privacy Act*, *Criminal Records Act*, *Youth Criminal Justice Act*, and the *Ministerial directive concerning the release of criminal record information by the Royal Canadian Mounted Police*. In some cases, personal information may be disclosed without your consent in accordance with subsection 8(2) of the *Privacy Act*. In addition, the CCRTIS Dissemination of Criminal Record Information policy governs the use of the Canadian Police Information Centre (CPIC) system for police services that conduct criminal record checks.

☐ You have the right to file a complaint with the Privacy Commissioner of Canada if you think your personal information has been handled improperly. You may file a report with the Privacy Commissioner of Canada.

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Non-conviction Information

☐ If you have been charged and subsequently convicted, you likely have a criminal record on file at CCRTIS' National Repository of Criminal Records and/or applicable local police databases. If you have been charged but not convicted, you may have non-conviction information on file at CCRTIS' National Repository of Criminal Records and/or applicable local police databases.

Record Suspension (pardoned) Information

☐ CCRTIS must seek approval from the Minister of Public Safety for the release of record suspension (pardoned) information.

Fingerprint Destruction

☐ With the exception of individuals employed or who are applying for employment with the RCMP, CCRTIS is not authorized to keep the fingerprints you provided for this application. CCRTIS destroys fingerprint submissions after the application is processed and they are not further used or added to RCMP systems.

Delivery of Your Results

☐ CCRTIS issues one product and only allows for one method of delivery per application submission.

☐ The processing of your application can take 3 to 120 business days, depending on whether manual intervention is required, if there is a match to a criminal record, and/or if CCRTIS has to clarify parts of the application with the submitting agency.

☐ Search results for federal government or police employment application types are always sent directly to the agency where you made your application. For other employment/volunteer application types, you can authorize the RCMP to send the results to a third party (e.g. agency, lawyer, friend). You must complete a third-party consent form; however, this means you will not receive a copy of your results from CCRTIS.

☐ CCRTIS may send your criminal record search result in an electronic format directly to the police agency that is processing your certified criminal record check application. The police agency uses the search result and creates its own criminal record check product to provide to you. CCRTIS is not responsible for the delivery of these products.

☐ Unless otherwise directed, you may choose to receive your certified criminal record check by post via Canada Post. The use of Canada Post's delivery service may present certain risks including but not limited to:

- Some privacy risks exist when using postal services.
- CCRTIS is not responsible for information loss due to Canada Post's technical failures, mishandling, damage or delay in the delivery of results, or if an invalid or incorrect return address was provided.
- There is no expedited service delivery available.

Your Consent

Please read carefully and check each box indicating your consent.

☐ I authorize CCRTIS to use the information on my certified criminal record check application to search the Canadian Police Information Centre (CPIC) system and the National Repository of Criminal Records in accordance with federal laws and RCMP policy.

☐ I authorize CCRTIS to seek approval from the Minister of Public Safety to disclose suspended (pardoned) criminal record information in accordance with the *Criminal Records Act*.

☐ I give consent to CCRTIS to release my criminal convictions, and where authorized, charges before the courts, findings of guilt, and non-conviction information in the National Repository of Criminal Records, and any other information concerning my criminal history accessible in the Canadian Police Information Centre (CPIC) system.

☐ I understand that I may contact CCRTIS at CCRTIS-SCICTR@rcmp-grc.gc.ca to withdraw my consent but that withdrawal may not be possible depending on the status of my certified criminal record check application.

☐ I understand that by not providing my consent, I cannot continue with my application and I will not receive a certified criminal record check.

☐ I have read and understand the contents of this document and acknowledge that the information set out by me in this consent form and any supporting documentation is true and correct to the best of my knowledge.

Signature of Applicant

Given Name	Surname	Date of Birth (yyyy-mm-dd)
Signature		Date (yyyy-mm-dd)