

Instructions to obtain "Certificate of Conduct"

Step One:

Complete the one-page form (**Application for Court Check**) and send the completed application, along with a \$20.00 payment to:

PROVINCIAL COURT
P.O. Box 339
Grand Bank, NL. A0E 1W0

Note: Make **money order** payable to **Provincial Court**

Once the application is processed, the Provincial Court will send your report to you (or you can pick it up)

Step Two:

Complete the two-page form (**Application for Police Records Check**).

Please ensure that you specify on the top of **page two** of the Application Form the reasons applying for the Records Check, eg: School, Employment, Volunteering, etc.

Also: If you have lived at addresses other than your current one, please list them on the Application Form.

Take the completed application and the report from the Provincial Court to the R.C.M.P.

Must Provide **2 pieces of ID** when submitting application to the RCMP.
1 of which must be a government issued Photo ID.

**PROVINCIAL COURT OF NEWFOUNDLAND AND LABRADOR
APPLICATION AND NOTIFICATION OF COURT CHECK**

(This document is a check of the records of all Provincial Courts in Newfoundland and Labrador. It is not a Certificate of Conduct. If you require a Certificate of Conduct, please check with the nearest police detachment. **The fee for this Court Check is \$20.00**)

SURNAME: _____ GIVEN NAMES: _____

OTHER SURNAME: _____

MAIDEN NAME: _____ PHONE NUMBER: _____

DATE OF BIRTH: YEAR _____ MONTH _____ DAY _____

PRESENT ADDRESS:

Have you been convicted of any offence in Canada for which a pardon has not been granted:
_____ YES _____ NO

If you answered yes, please answer the question below:

Nature of Charges: _____

Dates of Conviction: _____

Court Location of Conviction: _____

REASON FOR REQUEST: (Check applicable box)

_____ PARDON _____ COURT PURPOSES _____ EMPLOYMENT

_____ OTHER (Volunteer, Foster Parent, Adoption) – There is no fee.

(Paid volunteers are required to pay the \$20 fee)

(For unpaid volunteer purposes, please provide supporting documentation)

RECORD REQUESTED:

_____ FULL RECORD

_____ FULL CRIMINAL RECORD (Including Provincial Offences)

_____ PROBATION ORDER (Certified) Date of Probation order _____

_____ YOUTH RECORD

_____ ANY OTHER COURT DOCUMENTATION _____

(Date of Order)

REQUESTED BY (Signature required) _____

DATE OF REQUEST: _____ PICK UP _____ MAIL OUT _____



APPLICATION FOR POLICE RECORDS CHECK

NOTICE: A person requiring a Police Records Check must complete the following steps:

- 1 An applicant for a Police Records Check is required to get a clearance from the Provincial Court having jurisdiction in the area where the applicant presently resides, as well as from any other area where the applicant previously resided. (Costs associated with Court Records Checks are not the responsibility of the police).
- 2 Once a Court Record Check has been obtained, please complete this Application, including "Section 2" if applicable.
- 3 Bring the completed Form and the Court Record clearance to the appropriate RCMP Detachment. The time frame required to complete this check will vary, depending on workload and available resources.
- 4 The Completed Police Records Check will only be provided to the person named. Suitable identification will be required. In unusual circumstances, other arrangements may be made, but must be accompanied by written authorization from the applicant.

SECTION 1: (To be completed by all applicants) Please Print:

SURNAME: _____ MAIDEN NAME: _____

GIVEN NAMES: _____

SEX: M F First Second Third

DATE OF BIRTH: _____ PLACE OF BIRTH: _____
Year Month Day

STREET ADDRESS: _____

MAILING ADDRESS (including postal code) _____

LIST ALL PREVIOUS ADDRESSES (IF DIFFERENT FROM ABOVE):

- 1) _____ FROM: _____ TO: _____
- 2) _____ FROM: _____ TO: _____
- 3) _____ FROM: _____ TO: _____

HOME PHONE _____ WORK PHONE NUMBER _____

CELL PHONE _____

IF YOU ANSWER YES TO ANY OF THE FOLLOWING QUESTIONS, PLEASE ATTACH DETAILS.

1. Have you ever been convicted of any offence in Canada or the United States, for which a pardon has not been granted?

YES NO

2. Have you ever changed your name?

YES NO

3. Have you ever been prohibited by any court from possessing any firearm, ammunition or explosive substance?

YES NO

CONSENT AND WAIVER:

- a) I hereby request that a search be conducted of the records of the Royal Canadian Mounted Police to determine if there are any criminal convictions or criminal findings of guilt related to myself in these records. I hereby consent to the disclosure of any and all information resulting for this check.
- b) I hereby agree that no liability attaches to the Royal Canadian Mounted Police in relation to this record search. I further agree that the Royal Canadian Mounted Police is not responsible for any inaccuracies that may result from this search.

APPLICANT'S
SIGNATURE: _____

DATE: _____

VULNERABLE SECTOR CHECK

SECTION 2: (VOLUNTEERS AND PERSONS WORKING WITH CHILDREN, ELDERLY, ETC.)

This Section is to be completed by those applying to work or volunteer with agencies or groups dealing with children or young persons (under 18 years), elderly, individuals with special physically or mental health needs.

Name of Agency or Group: _____

Contact Person: _____

Telephone No.: _____

Position applying for: _____

In making this application for a Police Records Check under this Section, I agree to allow the Royal Canadian Mounted Police to:

- (a) extend the search to include current investigations and present and pending charges:
- (b) notify the institution or agency of any ineligibility to obtain a Police Records Check, and
- (c) notify the agency or group representative of any present or pending charges against me:

APPLICANT'S
SIGNATURE: _____

DATE: _____

SIGNATURE OF
AGENCY REPRESENTATIVE: _____

CONSENT FOR A CRIMINAL RECORD CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED:

(NOTE: This section is to be completed by a person applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable person, if the position is a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule to the Criminal Records Act and has been pardoned.)

CONSENT

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.

APPLICANT'S
SIGNATURE: _____

DATE: _____

OFFICE USE ONLY

COURT CHECK: CPIC CHECK: PROS/PIRS CHECK: OTHER CHECKS: ()

CERTIFICATE COMPLETED: LETTER SENT: AGENCY ADVISED:

SIGNATURE OF
PERSON COMPLETING CHECK: _____

DATE: _____