



CRIMINAL RECORD SEARCH AUTHORIZATION

Please read the following CAREFULLY and have the following Information ready for the receptionist:

1. **2 PIECES OF I.D.** (*One piece of i.d. must have a photo and/or contain full name and date of birth*)

- Driver's Licence	- Citizenship Card	- Passport
- Immigration Paper	- Birth Certificate	

2. \$26.25 administration fee – Payment may be made by Cash, Certified Cheque, Money Order, Visa or Debit Card. Please be advised that if a Criminal Conviction, Outstanding Charge and/or Outstanding Warrant exists, no clearance letter will be issued. ****If a second copy is required at the time of purchase there will be an additional \$4.90 fee.***

3. **This screening is not intended for individuals being employed and/or volunteering with vulnerable* person(s).** A more comprehensive process is available through the Police Reference Check Program. Please contact (416) 808-8244 for more information.

PLEASE PRINT

FULL NAME: _____ SEX: _____
(SURNAME) (FIRST) (MIDDLE)

MAIDEN NAME OR ANY OTHER NAMES USED: _____ DATE OF BIRTH: _____
YEAR MM DD

FULL MAILING ADDRESS: _____ PHONE #: _____
No. Street Name Apt / Unit #

City Postal Code

REASON FOR REQUEST: _____

I AUTHORIZE THE TORONTO POLICE SERVICE TO CONDUCT A RECORD CHECK OF THE NATIONAL CRIMINAL RECORDS REPOSITORY MAINTAINED BY THE RCMP THAT WILL BE BASED ON THE NAME(S) AND DATE OF BIRTH PROVIDED BY THE APPLICANT.

SIGNATURE OF APPLICANT: _____ **DATE:** _____
YEAR MM DD

**Vulnerable person means a person who, because of their age, a disability, or other circumstances, whether temporary or permanent, are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by person(s) in a position of authority or trust relative to them.*

The above conditions have been explained to me and I understand that the Administrative fee or any additional fees paid are non-refundable.

Signature of Applicant