



CLEARANCE LETTER AUTHORIZATION

The Toronto Police Service no longer supplies criminal conviction/non-conviction information. To obtain this you must contact the RCMP at

<http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm>

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

- 2 PIECES OF I.D.** (One piece of i.d. must have a photo and contain full name and date of birth)
 - Driver's Licence
 - Citizenship Card
 - Passport
 - Immigration Paper
 - Birth Certificate
- \$20.00 administration fee – Payment may be made by 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. **You also may be required to provide fingerprinting results for verification purposes.** **If a second copy is required at the time of purchase there will be an additional \$4.67 fee.*
- 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 for suitable agencies only. 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

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. I MAY BE REQUIRED TO PROVIDE FINGERPRINTING RESULTS FOR VERIFICATION PURPOSES.

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