

## Canada Background Check

### Check Information

This application form captures the information that First Advantage Ltd needs in order to process an Overseas Background Check in **Canada**.

### Check Type

National Criminal Record Check.

### Official Source of Information

Canadian Police Information Centre.

### Turnaround Time

10 working days.

### Disclaimer

The information provided in this pack is correct at the time of production.

### Guidance Notes for the Applicant

Please read the instructions below before you start, as they will help you to complete the form correctly.

### Required Information

Make sure that you fill in all the fields on the form. You (the applicant) should complete the form yourself.

#### You must supply ALL of the following:

- Your full name
- Your date of birth
- Any other names you are or have previously been known by
- Your most recent address in Canada
- Your current address
- A scanned image of two ID documents (see below for guidance)
- A completed and signed Canada-specific 'Criminal Record Verification' consent form (included at the end of this application)
  - Please read the 'Canada Criminal Records (National) CPIC Consent Form Instructions' document (included at the end of this application) before filling out this form
  - You must include all Canada addresses you have lived at in the past 5 years in section 'A' of this form
  - You must get a 'witness' to complete and sign section 'D' of this form before submitting it
  - You must supply *two pieces of ID* for verification, in line with the guidance in the instructions
- A signed consent form
  - You must sign, date, and tick the consent box in the 'Release of Information' part of the final section of this application form

When you have completed all the required paperwork, send it to the organisation that requested the check in line with their instructions.

### Overseas Criminal Record Check Application Form

You can complete this form electronically *or* print it out and fill it in with black or blue ink. In either case, you must provide a *hand-written signature* in the final section of the form. Please use **BLOCK CAPITAL LETTERS** if you are filling out the form by hand.

### Section 1: Personal Details

Supply your full legal name as shown on your passport, and any other names you are or have previously been known by. Write your date of birth in the format 'Day-Month-Year'.

Forename:

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Middle Name(s):

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Surname:

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Date of Birth:

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Other/Previous Name(s):

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### Section 2: Address Details

Supply your most recent address in Canada and your current address (if different). You must write the address in full, including the door number and the post/zip code (where applicable).

#### Most Recent Address in Canada

Building Name: \_\_\_\_\_

House/Flat Number: \_\_\_\_\_

Street: \_\_\_\_\_

City/Town: \_\_\_\_\_

Post/Zip Code: \_\_\_\_\_

Region/State: \_\_\_\_\_

Country: \_\_\_\_\_

#### Current Address (if different)

Building Name: \_\_\_\_\_

House/Flat Number: \_\_\_\_\_

Street: \_\_\_\_\_

City/Town: \_\_\_\_\_

Post/Zip Code: \_\_\_\_\_

Region/State: \_\_\_\_\_

Country: \_\_\_\_\_



### **Section 3: Scanned Image of Your Supporting ID Document**

You must include a scanned image of a valid ID document with this application. See the 'Guidance Notes for the Applicant' for information about what ID documents are acceptable.

### Section 4: Applicant/Employee Notification and Release of Information

Applications for this background check are processed by the organisation that has requested this check (usually your employer) and First Advantage|KnowYourPeople ('First Advantage Incorporated'). The information provided by you to the organisation that has requested this check will be passed to First Advantage who administer the check on behalf of the organisation.

In order for overseas background checks to be completed, your information will also be passed to First Advantage to conduct searches on your background information. This may include civil and criminal records, local language media information and this will be completed by contacting the relevant government agencies and courts and other contributors (the "Contributors") within the country noted on this application form.

These bodies use the information provided to identify possible matches to records held by them. Where such a match is established, personal data may be released to First Advantage for inclusion on any report issued and where information is noted, personal data and information relating to any criminal record relating to you will be released to First Advantage for inclusion on any report issued.

Where your personal data is transferred outside the EEA, it is protected in a manner that is consistent with how your personal data will be protected in the EEA. This can be done in a number of ways:

- The country might be approved by the European Commission or a relevant data protection authority;
- The recipient might have signed up to a contract based on "model contractual clauses" approved by the European Commission, obliging them to protect your personal data;
- In other circumstances, the law may permit the transfer your personal data outside the EEA, for example, where there is a legal obligation of the organisation requesting the check or a contractual obligation to complete the check.

The information provided in this application form may be used to verify your identity for authentication purposes.

### Release of Information

Please TICK the box

I give my consent for the relevant government agencies and courts and other contributors (the "Contributors") to provide First Advantage with personal information that they may hold about me in relation to this check.

I confirm that I have read the above statement of 'Applicant/Employee Notification and Release of Information' and I am aware how my information will be used to complete the check.

**Print Name:**

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**Applicant Signature:**

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**Date:**

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Declaration of Criminal Record

This form is required to be filled out and attached to your Informed Consent Form for a Criminal Record Verification.

Surname(lastname) \_\_\_\_\_ Given name(s) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Information is collected and disclosed in accordance with federal, provincial and municipal laws. YYY-YY-MM-DD

A Declaration of Criminal Record does not constitute a Certified Criminal Record by the RCMP and may not contain all criminal record convictions.

Applicants must declare all convictions for offences under Canadian federal law. Do not declare the following:

- A conviction for which you have received a Record Suspension (formerly pardon) in accordance with the Criminal Records Act;
- A conviction where you were a "young person" under the Youth Criminal Justice Act;
- An Absolute or Conditional Discharge, pursuant to section 730 of the Criminal Code;
- An offence for which you were not convicted;
- Any provincial or municipal offence, and;
- Any charges dealt with outside of Canada.

Note that a Certified Criminal Record can only be issued based on the submission of fingerprints to the RCMP National Repository of Criminal Record.

Offence	Date of Sentence	Court Location

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date (YYYY-MM-DD)

Verified By:

\_\_\_\_\_  
Name of Police Officer

\_\_\_\_\_  
Signature of Police Officer



## Canada Criminal Records (National) CPIC Consent Form Instructions

Update: April 07, 2021

### Form Name

CA-Criminal Natl CPIC Form (FADVCA-1).pdf

CA-Criminal Natl CPIC Form French (FADVCA-1).doc

### Purpose

This form is used when requesting Canadian National Criminal Record, referred to as a CPIC (Canadian Police Information Centre) search. The search is also referred to as a “name-based criminal records check”.

This form is also used to record the Witness confirmation of the identification documents provided by the Applicant.

This form is in English. For the form in French, please contact Customer Service.

### Requirements

- The form must be signed and dated by the candidate
- Two forms of ID need to be provided from the CPIC approved document list (see “**Photo Identification Standard**” list on page 3)
- “Witness” is defined as a representative of the client, or a Notary
- The witness must conduct a visual verification between the photo and the candidate of both the ID documents and sign the form
- The witness cannot sign the form prior to candidate’s portion being completed
- The witness must also compare the signature on the form to the signatures on the candidates ID's to ensure they match

### ID and Consent Document Retention

Copies of the identification and the Consent Form must be retained locally by the CPIC Agency for a minimum of two (2) years for CPIC auditing purposes only.

The CPIC consent form is valid for up to 6 months.

### Instructions for Completing the Form – For the Subject

*The below information are instructional samples only. Please do not fill out the below.*

This Form must be fully completed by the subject.

- **Please note: all data can be typed directly in the form with the exception of the signatures. This must be signed with a mouse/stylus or pen.**
1. **Consent Form Section A, Personal Information (page 1 of form)** - Provide **all** names, including: given name(s); surname; maiden name (if applicable); and any name(s) that were changed in accordance with a legal name change (if applicable). This information is provided to facilitate the criminal record name check process.

Provide your name as listed on your Government ID. For example, if the name on the ID is Christopher, you should not list the given name as Chris.

2. Gender, date of birth and place of birth are mandatory. The city, province/state and country of birth must all be provided in the Place of birth field. Date of birth should be recorded in the YYYY MM DD format. It is a common mistake to enter today’s date into the Birth Date field and this should be checked before the consent form is submitted, as the correct date of birth must be recorded on the consent form.

Date of birth (YYYY-MM-DD):	Sex (check one)	<input type="checkbox"/> Female	<input type="checkbox"/> Male
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3. Update complete address history for the past 5 years.



Current Home Address				
Number	Street	Apartment	City	Province/Territory/State
Previous Address(es) Within the Last 5 Years (attach additional page if necessary)				Postal/ZIP code

4. **Consent Form Section B, Reason for the Criminal Record Verification** - Complete the reason for request as employment. Provide the potential employer and employer’s contact details. Please note contact name and number are mandatory.

B. Reason for the Criminal Record Verification	
Reason for Request (example Employment - Employer - Job Title):	
Organization Requesting Search:	
Contact Name:	Contact Phone Number:

5. **Consent Form Section C, Informed Consent** – The box for CPIC Investigative Data Bank will be prefilled, there is no need to change this information. The employer name must be filled in the Company Name field and the City and Country must be provided. POLICE INFORMATION SYSTEM(S) - I HEREBY CONSENT TO THE SEARCH OF police information systems, as part of a Police Information Check, which will consist of a search of the following systems (check applicable):

CPIC Investigative Data Bank
  Police Information Portal (PIP)
  OTHER:

**AUTHORIZATION AND WAIVER** to provide a confirmation of criminal record or any police information.

I certify that the information set out by me in this application is true and correct to the best of my ability. I consent to the release of the results of the criminal record checks to \_\_\_\_\_, located in \_\_\_\_\_

I hereby release and forever discharge all members and employees of the processing Police Service and the Royal Canadian Mounted Police from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the \_\_\_\_\_ to \_\_\_\_\_ Toronto, ON, Canada

6. Sign, date and provide the city/province/territory where signature took place in the section for “Signature for Applicant.” Signatures must be mouse or pen signed. E-signatures are not acceptable.

Signature of Applicant	Date			Signed at	
	Year	Month	Day	City	Province/Territory

**Instructions for Completing – For the Employer**

D. Identification Verification		<input type="checkbox"/> Electronic Identify Verification
Witnessing Agent's Name:	Identification Verified:	
Witnessing Agent's Signature	Type of Photo ID Viewed (Government Issued) & Secondary ID	

1. Conduct the ID Verification.
  - a. The verification should be conducted by a representative from the company who is doing the hiring. A notary can be used as an alternative but the hiring company must still be listed on the Consent to Disclosure.



- b. The individual who conducted the ID verification should sign this witness section. The witness should verify that the Applicant accurately completes the Consent Form and clearly understands the Consent criteria.
  - c. Identification Verified: Enter 'Yes' to state the documents have been viewed to confirm they meet the ID criteria.
  - d. Type of Photo ID viewed: list the type if ID documents that were reviewed.
2. Print and sign name under Witnessing Agent Name and Signature.

**Declaration of Criminal Records (page 2)**

This page only needs to be completed when the applicant is declaring past criminal convictions. If there are not past convictions to declare, page 2 does not need to be completed.

Complete first and last name as well as date of birth. Declare any convictions. This form must be signed and dated by the applicant. Send to FADV with the police signature left blank. FADV will have this section completed. This is not required to be sent to the local police station. Please only complete the office, date of sentence and court location.

**Note that a Certified Criminal Record can only be issued based on the submission of fingerprints to the RCMP National Repository of Criminal Record.**

Offence	Date of Sentence	Court Location
SAMPLE		

**Identity Verification**

- ✓ All Applicants must provide a clear copy of two pieces of ID, one of them being a government-issued photo ID.
- ✓ The ID documents must be valid and not expired.
- ✓ The two clear copies of the identification documents must be included with the CPIC Consent Form in the search request.
- ✓ The Witness must conduct a visual verification of the ID documents and sign the Form.
- ✓ The signed and Witnessed CPIC Consent Form must accompany all search requests.

**ID Document Requirements**

An Applicant must provide clear copies of two pieces of ID. The primary ID must be government-issued and must include the Applicant's name, date of birth, signature and photo. The ID documents cannot be expired.

**Photo Identification Standards**

The "primary" ID document must be government issued. The "secondary" ID document can be any document from the list below.

- Driver's License (Foreign or Canadian)
- Passport (Foreign or Canadian)
- Permanent Resident (PR) Card (with photo)
- Certificate of Indian Status/First Nations status
- Firearms Acquisition Certificate (FAC)
- Military Family Identification Card (MFID)
- Student Visa (issued by Citizenship & Immigration Canada)
- Municipal Library Card (requires full name)
- Baptismal Certificate
- Provincially issued hunting/fishing/boating license/outdoors card
- ID issued by provincial governments for the purpose of buying alcohol (i.e BYID card, Age of Majority card, BCID)
- Report Pursuant of the Immigration and Refugees Protection act (IMM1442) with photo
- Government issued Birth Certificate (Canada or Foreign)
- Canadian Blood Donor card.
- Canadian Citizenship Card (with or without photo) – NOTE this can only be used a secondary form of ID.
- Nexus/ Free and Secure Trade (FAST) Trusted Traveler Program Card
- Record of Landing–Form IMM 1000 (issued by Citizenship & Immigration )
- Student Identity Card from a foreign institute
- Federal, Provincial or Municipal Identification Card
- Provincial Identification Card
- International Identity Cards
- Student ID
- Health Card



***Process for Physical Verification of the ID Documentation***

Copies of the identification documents must be certified by a Witness. The Witness must conduct a visual verification of the ID documents to confirm that the Applicant signing the Consent Form is the individual on the identification documents provided. The Witness must view the two pieces of ID and compare the information from the IDs to the Consent Form. The Witness must compare the signature of the Applicant on the government-issued identification to the signature on the Consent Form.

The Witness must complete the Witness section on the bottom of the Form after performing the ID verification.