

**Instructions for completion of Consent to Disclosure of  
Personal Information form  
and  
Declaration of Criminal Record Information**

These forms are the only forms that the RCMP and CPIC will allow to be used for conducting name based criminal record checks. Further they will not allow any changes or additions to these forms.

1. Identification of Applicant – The top section of this form is for the personal details of the applicant, including surname, first and middle names, maiden or other surnames used, place and date of birth, sex and telephone number. Please include all of your names as some companies will not accept a criminal check if you have not included all names in your application.
2. Current and previous addresses – This section is again for the applicant to complete their current and previous addresses for the last 5 years.
3. Reason for consent - This section is for the applicant to indicate if this criminal check is for employment or a volunteer service. The description of position is only for applicants who indicate volunteer on the consent.
4. Search Authorization – In this section the applicant must read and understand the consent they are giving and they must date and sign the block to the right of the consent. If the criminal record check is for employment outside Canada, the applicant must indicate the country of employment in the space provided in the first paragraph.
5. Witness Section (Organization Requesting Search) – This final section is for the witness signature. The first line, which can be completed by the applicant, is for the name of the company requiring the search. (The employer). The second line is for the signature of the witness who verified the identity of the applicant, by reviewing the two pieces of identification and

comparing to the applicant. The witness will then print their name below their signature.

6. Identification used – In this section the witness must indicate which two pieces of identification they reviewed. Below we have identified the only acceptable pieces of photo identification permitted.
7. The Applicant's identity must be verified by client or other person, who is not a family member by comparing 2 pieces of ID, one of which MUST be an accepted government issued photo ID of the applicant and scanned legible copies of both pieces of ID MUST accompany this form. If the copies are not legible, they cannot be processed and they will be returned.
8. Please make sure your ID's are scanned or captured by camera on your cell phone. Remember to disable your flash on your camera.
9. Accepted photo ID - Canadian Driver's License; Canadian Citizenship Card; Firearms Acquisition Certificate; Foreign Driver's License; Permanent Resident (PR) Card; Federal, Provincial or Municipal ID Card; Canadian Passport; Certificate of Indian Status; Military Family ID Card; Foreign Passport; Student Identity Card; Foreign Institute; CNIB ID Card

### **Declaration of Criminal Record**

If you have been convicted of a criminal offence in Canada, then this form must be completed and submitted with your consent. The applicant's printed name and signature are required at the top, along with the date of signature. Please indicate as close as possible the date of the conviction, the offence and the location of the offence is also required. Please read the exemptions at the bottom of the form.

## CONSENT TO DISCLOSURE OF PERSONAL INFORMATION

(Please Print) (To be completed by applicant)

Surname (Last Name) (Provide previous name(s) prior to application if applicable)	First Name	Middle Name
Maiden Name or Other Surnames Used (if applicable):	Place of Birth (Province and Country)	
Date of Birth (YEAR-MONTH-DAY)	Sex	Phone #

**Current Address**

Number	Street	Apt/Unit	City/Province/Country	Postal Code
--------	--------	----------	-----------------------	-------------

**Provide previous addresses, if any, within the last five (5) years**

Number	Street	Apt/Unit	City/Province/Country	Postal Code
Number	Street	Apt/Unit	City/Province/Country	Postal Code

Reason for the Consent: N/A  
 Employment  Volunteer  Description of Position N/A

**Note: Information related to this criminal record is collected, retained, and disclosed in accordance with applicable federal, provincial, and municipal privacy legislation.**

<p><b>SEARCH AUTHORIZATION:</b></p> <p>I HEREBY CONSENT TO THE SEARCH OF THE RCMP NATIONAL REPOSITORY OF CRIMINAL RECORDS BASED ON THE NAME(S), DATE OF BIRTH AND DECLARED CRIMINAL RECORD PROVIDED. I UNDERSTAND THAT THE RESULTS MAY BE TRANSMITTED OUTSIDE CANADA TO <u>N/A</u> FOR EMPLOYMENT PURPOSES.</p> <p><input checked="" type="radio"/> (A) Criminal Record (Adult)</p> <p><b>RELEASE AUTHORIZATION AND WAIVER</b></p> <p>Authorization to Release Clearance Report.</p> <p>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 a Criminal Record to CSI Inc. and its partners.</p> <p>I hereby release and forever discharge all members and employees of the processing Police Service 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 processing Police Service to CSI Inc. and its partners.</p>	<p>Signed this _____ day of _____, 20____</p> <p style="text-align: center;">_____ (Signature of Applicant)</p>
--	---

**Note: The presence of information does not necessarily mean the applicant will be disqualified from the position by the organization.**

<b>ORGANIZATION REQUESTING SEARCH</b>	
<b>Island Eyes Investigative Services, Inc.</b>	
Signature of Individual Applicant's ID ( <u>Witness</u> )	1. _____
Printed Name of Individual Witnessing Applicant's ID	2. _____
	Type of Photo ID Viewed (Government Issued) and Secondary ID Viewed

**CONSENT TO DISCLOSURE OF PERSONAL INFORMATION**

**DECLARATION OF CRIMINAL RECORD INFORMATION**

**APPLICANT MUST DECLARE ALL CONVICTIONS FOR OFFENCES UNDER FEDERAL LAW**

\_\_\_\_\_  
Printed Name of Applicant

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

\_\_\_\_\_  
Date Signed -- Year/Month/Day

\_\_\_\_\_  
Signature of Police Personnel

<b>CONVICTION DATE</b>	<b>OFFENCE (and POLICE SERVICE if known)</b>	<b>LOCATION OF OFFENCE</b>

---

**DO NOT LIST ANY OF THE FOLLOWING OFFENCES ON THIS FORM:**

A conviction for which the Applicant has received a Pardon in accordance with the Criminal Records Act

A conviction where the applicant was a "young person" under the Youth Criminal Justice Act

An Absolute Discharge or Conditional Discharge pursuant to section 730 of the Criminal Code

An offence for which the applicant was not convicted

Any provincial or municipal offence

Any charges dealt with outside of Canada

**Declaration of Criminal Record does not constitute a Certified Criminal Record by the RCMP**

**Declaration of Criminal Record may not contain all criminal record convictions**

**A Certified Criminal Record can only be issued by CCRTIS based on the submission of fingerprints to the RCMP National Repository of Criminal Record.**