



**OTTAWA POLICE SERVICE  
SERVICE DE POLICE D'OTTAWA**

*A Trusted Partner in Community Safety  
Un partenaire fiable de la sécurité communautaire*

**CRIMINAL RECORDS CHECK**

**Crime Free Multi-Housing Program**

*(this search is intended solely for partners fully certified on the CFMHP)*

**FORM #308a/Rev. \_\_\_\_\_**

*This Search is not intended for individuals seeking a volunteer and/or employment position with children or vulnerable person(s).*

<b>Rental Office</b>	<b>Requested for:</b> _____	<b>Date of Request:</b> _____
	<b>Location:</b> _____	<b>Voucher:</b> _____
	<b>Tel:</b> _____	<b>Form verified by:</b> _____ Print full name

<b>Applicant Section</b>	<b>Surname:</b> _____		<b>First Name:</b> _____		<b>Middle Name:</b> _____		<b>Sex:</b> _____
	<b>Maiden Name:</b> _____		<b>Other Names Used:</b> _____		<b>Date of Birth:</b> _____	<b>YY</b> _____	<b>MM</b> _____
	<b>Place of Birth:</b> _____			<b>Home Telephone Number:</b> _____			
	<b>Current Address:</b> _____	<b>Number/Unit:</b> _____	<b>Street:</b> _____	<b>City:</b> _____	<b>Prov.:</b> _____	<b>Postal Code:</b> _____	

<b>Applicant Authorization</b>	<p>I hereby certify that the information provided above is true and correct to the best of my knowledge and belief. I hereby authorize the Ottawa Police Service to conduct such searches as are deemed necessary to obtain the information required to complete this Criminal Records Check and disclose such information directly to _____, a participant of the Ottawa Police Service Crime Free Multi-Housing Program.</p>	
	<p>_____ SIGNATURE OF APPLICANT</p>	<p>Signed this date _____ (BY APPLICANT)</p>

**A Police Criminal Records Search may provide the following information obtained from the Canadian Police Information Centre (C.P.I.C)**

- Outstanding entries (i.e. charged & wanted persons)
- Records of criminal convictions, as the records exist on the date of search
- Findings of guilt where a pardon has not been granted

<b>FOR POLICE USE ONLY - CFMHP Fax 613-760-8073</b>	
<input type="checkbox"/>	<p>This is to confirm that no criminal convictions nor outstanding charges have been found in the Canadian National Repository of Criminal Records as a result of a search based on the above name and date of birth. The search has not been confirmed by fingerprints.</p>
<input type="checkbox"/>	<p>This is to notify that there may be criminal convictions associated to the above name and date of birth, the existence of which can only be confirmed by the RCMP based on fingerprints.</p> <p style="text-align: center;"> <i>CC is within last five (5) years</i>      <i>CC is more than five (5) years old</i>      <i>CC not for offense on CFMHP list</i> </p> <p style="text-align: center;"> <input type="checkbox"/>                                      <input type="checkbox"/>                                      <input type="checkbox"/> </p>
<input type="checkbox"/>	<p>This is to notify that there may be outstanding charges associated to the above name and date of birth.</p>

<b>OTTAWA POLICE AUTHORIZATION</b>	
<b>Date completed:</b> _____ (BY POLICE)	(Year/Month/Day)
<b>Signed:</b> _____ POLICE MEMBER AUTHORIZING SIGNATURE	

## SCREENING INSTRUCTIONS – CRIMINAL RECORDS CHECK

The search includes national databases. The possible existence of criminal convictions and outstanding charges will be considered for release.

**Information is collected and disclosed according to section 29(1) and 32 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Police Services Act, R.S.O. 1990,c.P.15**

This search does not cover the following areas: pardons, discharges, information contained in local police databases. The information contained on this certificate is accurate on the date issued.

**For more information, please visit our Web site at [ottawapolice.ca](http://ottawapolice.ca)**

### **PROCEDURE**

1. The *Criminal Records Check Form* must not be altered.
2. The applicant **must** produce two pieces of valid (i.e. not expired) identification that confirm his/her **name, date of birth and address**. One piece of identification presented must include a **photo**. *Ontario Health Cards cannot be accepted for identification purposes* (Health Cards and Numbers Control Act, 1991 section 2.2(1)). The following is a list of items that could be considered acceptable forms of identification.

#### **Photo Identification:**

which provides photo and both name and date of birth of an individual:

**\*Driver's Licence**  
**Government Employment Card**  
**Military Employment Card**  
**Age of Majority Card**  
**Canadian Citizenship Card**  
**Indian Status Card**  
**International Student Card**  
**Passport**  
**Permanent Resident Card**  
**Possession and Acquisition Licence (PAL)**  
**Canadian National Institute for Blind (CNIB)**

**\*Recent Utility Bill required to verify current Ottawa address if no Driver's Licence is available.**

#### **Non-Photo Identification:**

which provides both the name and date of birth of an individual:

**Birth Certificate**  
**Baptismal Certificate**  
**Hunting Licence**  
**Fishing Licence**  
**Outdoors Card**  
**Hospital Card**  
**Immigration Papers**



3. If a person requesting the Records Check is under the age of 16 years and does not have sufficient identification a parent or legal guardian (with proper identification) can guarantee the young person's identity. **Persons 17 years and under must physically attend one of the main police stations with the CFMHP form and original voucher to get the Records Check processed then return the completed form to the rental consultant.**
4. In the case of a possible match, individuals who require a copy of their criminal record will have to be fingerprinted by a private fingerprinting agency listed below. The prints will be taken (for a fee) and it will then be the applicant's responsibility to send the fingerprints along with a certified cheque or money order in the amount of \$25 (payable to the Receiver General of Canada) to the Royal Canadian Mounted Police, NCO i/c Civil Section, Identification Services, 1200 Vanier Parkway, Ottawa, Ontario, K1A 0R2. Results of the RCMP's search will be forwarded directly to the applicant by the RCMP. Two RCMP approved fingerprinting agencies are:

**International Fingerprinting Services Canada**  
[www.police.check.com](http://www.police.check.com)

**Commissionaires Fingerprinting Services**  
[www.commissionaires-ottawa.on.ca](http://www.commissionaires-ottawa.on.ca)

5. Criminal Records Checks are processed while you wait only if the CFMHP unit is unable to process them in the required delay. **Applicant MUST obtain a prepaid voucher from the rental consultant before attending the police station for the request to be processed.** Rental consultant is required to email the CFMHP Coordinator with client info, location attended, voucher number and outcome.

**For more information, please visit our Web site at [ottawapolice.ca](http://ottawapolice.ca)**