

Country:	Canada
Screening Type:	Preferred Criminal Record Check (CPIC/DEC+PROVLPI)

Applicant Document and Form Requirements

Scanned Documents & Forms	
<i>Scanned documents may be submitted via electronic copy.</i>	
Global Background Screening Authorization Form*	<ul style="list-style-type: none"> ✓ Must include applicant's signature ✓ Signature date must be 90 days old or less ✓ Must include applicant's printed first and last name ✓ Must be legible
Canadian Consent to Disclosure of Personal Information Form**	<ul style="list-style-type: none"> ✓ Must complete the following boxes: <ul style="list-style-type: none"> • Box 1: Please Print (Applicant to Complete) • Box 2: Previous Addresses (Provide if you did not reside at above address for more than five (5) years) • Box 3: I Hereby Consent to the Search and Release of: <ul style="list-style-type: none"> ○ Applicant must Initial Box "A" & "B" Only for Canadian Police Information Centre (CPIC) ○ Applicant must sign and date this section as well • Box 4: Declaration Regarding Criminal Convictions: If the applicant has chosen NOT to declare then this section does not need to be filled out. In order to perform a declaration search, then this portion MUST be filled out. • Box 5: Authorization for Requested Search/es (Employer/Notary/Organization to Complete): Identification type's that are presented, must be provided along with their ID Numbers, the employer/Organization/Notary Name must be filled out with the Employer / Organization / Notary Name, with Company Representative Name, and signature of representative witnessing the applicant's identification.
Canadian Declaration of Criminal Record: Form "C"***	<ul style="list-style-type: none"> ✓ Form "C" must be completed in full providing details on page 2. ✓ Must be signed and dated by the applicant

<p>Two (2) Proofs of Identity</p>	<ul style="list-style-type: none"> ✓ Must be government-issued ✓ Applicable forms of identification are provided below: <ul style="list-style-type: none"> ○ Driver's License (issued by Canadian province or territory) ○ Foreign Driver's License ○ Canadian Passport ○ Foreign Passport ○ Canadian Citizenship Card ○ Permanent Resident (PR) Card ○ Certificate of Indian Status ○ Firearms Acquisition Certificate (FAC) ○ Canadian National Institute of the Blind (CNIB) Identification Card ○ Federal, provincial, or municipal employee identification card ○ Military Family Identification Card (MFID) ○ Provincial ID Card ✓ Acceptable as second piece of ID only: <ul style="list-style-type: none"> ○ Birth certificate ✓ Note: Health Cards (issued by Canadian province or territory) and Social Insurance Number (SIN) are NOT acceptable for identification purposes. ✓ Must be legible
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****Note:** Signatures cannot be electronic on the Canadian Consent to Disclosure of Personal Information Form; they must be a wet signature or digitally signed.

*****Note:** If applicant has chosen to "Declare Criminal Convictions" then, form "C" Declaration of Criminal Records need to be filled out by the applicant.