

Criminal Records Search

Applicants requesting a nationwide computer search for: Consent of Disclosure of Personal Information, Clearance/Visa Letters and Police Vulnerable Sector Check.

When a resident of the City of Greater Sudbury is out of town and requires a police search of any kind, the individual will be sent documentation by mail. The applicant will be supplied with the appropriate form to be completed, signed, and dated. This form must then be taken to the nearest police agency to produce proper identification. A member of the agency must sign and stamp the application form with the police agency's stamp. The applicant will then return the form to this service for processing in the mail, enclosing the designated fee.

TO THE APPLICANT:

Please be advised that we have made changes to our Record Check forms. There are currently three forms available for a Criminal Record Check.

1. If you are applying for a position where you will have direct contact with vulnerable individuals such as children, elderly and/or disadvantaged, defined as: A person who, because of their age, a disability or other circumstances whether permanent or temporary, (a) are in a position of dependence on others, (b) are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them you are suggested to fill out the Police Vulnerable Sector Check (FORM 2). If this form is required of you, there may be possible delays. You may be asked to submit fingerprints to the RCMP should your name or date of birth match an individual's information who has been pardoned of a sex offence.
2. If you are applying for a record check and are not in direct contact with vulnerable individuals, you are suggested to fill out the Consent to Disclosure of Personal Information (FORM1). The vulnerable screening will not be required in this instance.
3. If you are applying for employment or travel out of the Country or for a Visa/Immigration we suggest to fill out the Clearance and Visa Letter (FORM3).

NOTE: *Please make sure to thoroughly read all areas of the Record Check form before you sign as there have been several changes made.*

TO THE EMPLOYERS/ORGANIZATIONS/AGENCIES:

Please be advised that we have made changes to our Record Check forms. If you require an applicant/volunteer to complete a record check there are three forms available.

1. Consent To Disclosure Of Personal Information - FORM 1 (Recommended for individuals not directly involved with vulnerable persons)
2. Police Vulnerable Screening Check - FORM 2 (Recommended for individuals directly involved with vulnerable persons - A person who, because of their age, a disability or other circumstances whether permanent or temporary, (a) are in a position of dependence on others, (b) are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.)
3. Clearance and Visa Letter - FORM 3 (Recommended for individuals applying for employment or travel out of the Country.

NOTE: *The vulnerable sector cannot be done on this form. The individual will be supplied with two formal letters on Greater Sudbury Police Service letterhead disclosing the results of the search.*

NOTE: *Make sure to read the new forms carefully and familiarize yourself with the changes made. Be advised that the Record Check is not valid unless embossed with the Police Seal. The date of search will be stamped at the bottom of the form. For the FORM 1 (Consent to Disclosure of Personal Information), the date will be*

stamped in red at the back (bottom) and for the FORM 2 (Police Vulnerable Sector Check), the date will be stamped in red at the front (bottom). If there is information to be revealed, it will indicate in red "See attached Appendix A or Appendix B". If you see such a message on the back of the Record Check (FORM 1 or FORM 2), it is very important that you verify that the Appendices are attached. Also, make sure that these Appendices are embossed with the Greater Sudbury Police seal; otherwise, the Record Check will not be valid. Should you have any questions or concerns about these changes, please feel free to contact us at 705-675-9171 ext 6622 or ext 6623.

Questions about Vulnerable Screening Sector? [FAQ's - Click here](#)

CRIMINAL RECORD CHECK FORMS:

FORM 1:

[Consent of Disclosure of Personal Information \(ENGLISH\)](#) (This form does not include the Vulnerable Screening)

This form MUST be printed on one sheet, DOUBLE SIDED.

[Consent of Disclosure of Personal Information \(FRENCH\)](#)

This form MUST be printed on one sheet, DOUBLE SIDED.

FORM 2:

[Police Vulnerable Sector Check](#) (right click on your mouse and press open link)

This form MUST be printed on one sheet, DOUBLE SIDED

[Vérification des antécédents en vue d'un travail auprès de personnes vulnérables](#)

This form MUST be printed on one sheet, DOUBLE SIDED

FORM 3:

[Clearance and Visa Letter Form\(ENGLISH\)](#)

[Clearance and Visa Letter Form \(FRENCH\)](#)

Must attend in person providing two government issued identification with full name, date of birth, address (preferably photo identification or government issued with a date of birth, such as a drivers licence, birth certificate, or passport). The applicant must have a current address in the City of Greater Sudbury .

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