



## LACOMBE POLICE SERVICE - POLICE INFORMATION CHECK

Consent to Search and Disclose of Personal Information  
If the field is not applicable to you, please use N/A.

Step 1: Government Agency				
Is this police check is for a position with a federal, provincial or municipal government employer: <input type="checkbox"/> YES <input type="checkbox"/> NO				
Report Selection/Requirement				
PIC		PVSC		
Employment	\$50.00	Employment	\$50.00	
Immigration/Travel or Work Visa/Permit	\$50.00	Immigration/Travel or Work Visa/Permit	\$50.00	
Personal	\$50.00	Personal	\$50.00	
Volunteer (with Letter)	\$20.00	Volunteer (with Letter)	\$20.00	
Volunteer (without Letter)	\$50.00	Volunteer (without Letter)	\$50.00	
Post-Secondary (with Letter)	N/C	Post-Secondary (with Letter)	N/C	
Post-Secondary (without Letter)	\$50.00	Post-Secondary (without Letter)	\$50.00	
Employee City of Lacombe	N/C	Volunteer w/VSPN	Free N/C	
Reason for Background Check				
Position/Program:				
Employer/Agency/Post-Secondary/Organization:				
Vulnerable Clientele Duties:				
**IMPORTANT NOTE: ENSURE YOU DOWNLOAD YOUR ELECTRONIC DOCUMENT BEFORE 30 DAYS. AFTER 30 DAYS YOU WILL BE REQUIRED TO REAPPLY & PAY THE APPROPRIATE FEE**				
Step 2 – Personal Information				
First Name:		Last Name:		
Middle Name:				
Former Last Names, Maiden Name, Nicknames, Other Name(s) Used:				
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Gender X				
Date of Birth: (Year/Month/Date)		Place of Birth: (City & Province if Canada/US, list Country if international)		
Contact Information				
Email Address:				
Phone Number: (Daytime)				
Canadian Driver's License Info				
Driver's License Number:		Province of Issue:		
Residence /Home Information				
From (YYYY/MM):				
Street Address		City/Province		
Apt/Unit/Suite/Box#		Postal Code:		
Mailing Information (if different from above)				
Address History if you have not resided at the above address for 5 years				
Street Address, including City & Province		From: YYYY/MM	To: YYYY/MM	
Self-Declaration				
Do you have a criminal record?    YES <input type="checkbox"/> NO <input type="checkbox"/>				

**INITIAL:**

I UNDERSTAND THAT IF I DO NOT DOWNLOAD MY ELECTRONIC DOCUMENT BEFORE 30 DAYS I WILL BE REQUIRED TO REAPPLY & PAY THE APPROPRIATE FEE AGAIN.

**STEP 3 – Police Information Check Consent**

I consent to the Lacombe Police Service (the “Police Service”) conducting the following searches about me:

- A. Criminal convictions, conditional and absolute discharges and other related information about me contained in Canada’s National Repository of Criminal Records.
- B. Criminal and provincial statute dispositions and any pending criminal or provincial statute charges before the Alberta courts as identified in the Justice Online Information Network.
- C. Current court orders, warrants, prohibition orders, probation orders, peace bonds, recognizance orders in Alberta and current outstanding out-of-province warrants identified in the Canadian Police Information Centre.
- D. Information obtained from local police records, which may include a query of the Police Information Portal, in which I was the subject of a police investigation where a risk to public safety exists. A decision to disclose information was described here in Section D will be made by the Lacombe Police Service upon consideration of several factors, including the nature of the responsibilities of the position applied for, the individuals with whom I will be interacting, the frequency and recency of the occurrences, any demonstrated patterns or behavior and the reliability of the information contained in the records.

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

**STEP 4 – Police Information Check Waiver**

A police record consists of information created or gathered by police. It may include information such as criminal charges and convictions, non-conviction information such as acquittals, findings of not criminally responsible by reason of mental disorder, stays of proceedings, participation in alternative measures and other diversionary programs, investigations, and occurrences that did not result in charges being laid. A police record may also include non-criminal contact with police. Even if you have never been charged or convicted of an offence, a police record may exist as a result of an interaction with police, including interactions due to mental health issues or as a result of investigation conducted by police, whether you knew about the investigation or not. Information created or gathered by police is retained in accordance with the Lacombe Police Service’s records retention schedule. If you require further information about a police service’s retention schedule, please contact the police service responsible for completing your Police Information Check.

I give my consent to the Lacombe Police Service to use any and all information about me that it has found after completing the above-identified searches, including information obtained from local police records, to complete a Police Information Check and I give my consent to the Lacombe Police Service to disclose the results of the searches to any other person or organization. I understand that further information about the Police information Check process is available in Alberta Police Information Check Disclosure Procedures, which are available on the Lacombe Police Service’s website.

I remise, release and forever discharge the Lacombe Police Service, the chief of Police of the Lacombe Police Service, the Lacombe Police Service’s Police Commission, and all of the administrators, successors, assigns, agents, officers, servants and employees from any and all demands or claims of every nature and kind of law or in equity including, without limitation, all manner of actions, suits, debts, dues, general damages, special damages, pecuniary damages, costs or interest, incurred by me or my legal representatives, heirs, assigns or agents and arising from or in any way related to my participation in the Police Information Check process and the obtaining of a Police Information Check.

The information collected, used, and disclosed as part of the Police Information Check process will be in accordance with *Sec 4(c) of the Protection of Privacy Act* or as otherwise provided by law.

**By signing this form, I confirm that I have fully informed myself and understand the content, meaning and effect of this consent and release of liability, and I declare that the information provided by me is accurate and may be verified by the Lacombe Police Service through police information databases if required.**

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

**Step 5 – Vulnerable Sector Check Consent – read and sign ONLY if applying for a Vulnerable Sector Check**

A Vulnerable Sector Check is completed when required by the requesting agency, because you will be responsible for the well-being of children, the elderly, and people with disabilities or other vulnerable populations. It is the Lacombe Police Service that determines or verifies that the position you are applying for meets the requirements for a Vulnerable Sector Check.

A Vulnerable Sector Check is required when you will be in a position of trust or authority over vulnerable persons including children, the elderly and people with disabilities. A vulnerable Sector Check involves a search of the automated criminal records (pardoned sex offender) retrieval system maintained by the RCMP, to identify the existence of sex offences for which a Record Suspension or Pardon exists. A Vulnerable Sector Check also includes a search of local police records to determine if any patterns of behavior exist, that may result in harm to a vulnerable person.

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police, to find out if I have been convicted or, and have been granted or issued a Pardon for, any of the sexual offences that are listed in the schedule to the *Criminal Records Act*.

I understand that if, as a result of giving this consent, a search discloses that there is a record of my conviction for one of the sexual offences listed in the schedule of the *Criminal Records Act* in respect of which a Pardon was granted or issued, that records shall be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that records to a police force or other authorized body. That police force or authorized body will then disclose that information to me.

I understand that the Lacombe Police Service will not disclose this information to the requesting agency without further consent from me.

**\*\*Please provide a brief description of the position you are applying for and identify the vulnerable population you will be in a position of trust or authority over (i.e. are they children, persons with disabilities or from some other vulnerable population:-**

**I acknowledge that I understand when a Vulnerable Sector Check is required, and, if required, I consent to the Vulnerable Sector Check.**

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