

CRIMINAL RECORD SELF - DECLARATION

This form must be submitted with completed records check application form

NOTICE

- The confirmation of a declaration of criminal record does not constitute a Certified Criminal Record which can be issued by the RCMP.
- The confirmation of a declaration of criminal record may not contain all criminal record convictions.
- This self-declaration form must be completed in order for it to be returned with confirmation of the declared adult criminal convictions. A Certified Criminal Record can only be issued based on the submission of fingerprints to the RCMP National Repository of Criminal Records.

CRIMINAL RECORD

A certified Criminal Record is defined as a summary of an individual's offence convictions and non-convictions (where authorized) that are releasable in accordance with Federal laws, based on the results of a Fingerprint-based Criminal Record Verification.

INSTRUCTIONS

- Enter name and date of birth exactly as they appear on Records Check Application Form.
- Enter one criminal charge per line.
- Identify the date of conviction and place where the offence was committed.

WHAT TO DECLARE

To properly complete this form you need to declare :

- All convictions for offences under federal law.

You do not need to declare :

- Charges that resulted in - Absolute discharges or Conditional discharges, pursuant to the Criminal Code section 730
- Any charges for which you have received a Pardon, pursuant to the Criminal Records Act
- Any offences while you were a "young person" (twelve years old but less than eighteen years old), pursuant to the Youth Criminal Justice Act
- Any charges for which you were not convicted, for example, charges that were withdrawn, dismissed, etc.
- Any provincial or municipal offences (speeding, parking tickets etc.)
- Any charges dealt with outside of Canada.
- Any charges for which you received a stay of proceedings.

Part 1 - Declaration of Criminal Record - Completed by Applicant

Surname :	Given Names :	Sex :	Date of Birth :
_____	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female	_____ (yyyy/mm/dd)
Current Address :	City :	Province :	Postal Code :
_____	_____	_____	_____

THE DECLARATION OF CRIMINAL RECORD

- Does not constitute a Certified Criminal Record by the Charlottetown Police Services or RCMP
- May not contain all criminal record convictions.

As Noted on Page 1, You Need Not Declare the Following

- Charges that resulted in - Absolute discharges or Conditional discharges, pursuant to the Criminal Code section 730
- Any charges for which you have received a Pardon, pursuant to the Criminal Records Act
- Any offences while you were a "young person" (twelve years old but less than eighteen years old), pursuant to the Youth Criminal Justice Act
- Any charges for which you were not convicted, for example, charges that were withdrawn, dismissed, etc.
- Any provincial or municipal offences (speeding, parking tickets etc.)
- Any charges dealt with outside of Canada.
- Any charges for which you received a stay of proceedings

Offence	Date of Sentence	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify, to the best of my knowledge, that the information provided is correct.

Signature of Applicant : _____ Date : _____
(yyyy/mm/dd)

☐ Records Check Application is attached