



**WINNIPEG POLICE SERVICE  
APPLICATION FOR  
CRIMINAL RECORD SEARCH CERTIFICATE**

DATE RECEIVED

Mail this completed form, with a photocopy of proper identification and fee (see: Information on Requests and Fees), to:  
Winnipeg Police Service, P.O. Box 1680, Winnipeg, Manitoba R3C 2Z7 Attention: Bureau of Police Records

**SECTION 1 - Identification of the Applicant** (*When completing this section, please write all names in full – **NO INITIALS***)

Surname (Last/Family Name) \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Male  Female

Other Names Used: (maiden, birth, etc.) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Birth Place: \_\_\_\_\_  
(YEAR, MONTH, DAY) (PROVINCE OR COUNTRY)

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Identification Provided: \_\_\_\_\_

Signature: \_\_\_\_\_

**SECTION 2 - Nature of Position**

Job Title / Volunteer Position / Course: \_\_\_\_\_

The Name of the Person or Organization is: \_\_\_\_\_

- Employment / Volunteer - Non Vulnerable
- Vulnerable Sector (*employment / volunteer / student / foster parent / adoption / homestay / education / other as stated below*)
- Visa or Immigration Purposes
- U.S. Border Cross / U.S. Employment
- Other: \_\_\_\_\_

**VULNERABLE SECTOR** - Persons under 18 years of age or persons who due to their age, disability or other circumstances, are dependent on others or are at a greater risk of harm than the general population from a person in a position of authority or trust. ***If working or volunteering with a vulnerable sector you must sign the consent below.***

**SECTION 3 - Vulnerable Sector Consent**

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 of, and been granted a pardon for, any of the sexual offences that are listed in the schedule to the Criminal Records Act. I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the *Criminal Records Act* in respect of which a pardon was granted or issued, that record may 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 record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If paying by credit card:  VISA  MASTERCARD  AMERICAN EXPRESS

CREDIT CARD #: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

**SECTION 4 - Office use Only**

Receipt No. \_\_\_\_\_ Amount \$ \_\_\_\_\_ , \_\_\_\_\_

**The personal information is being collected for the purpose of conducting a criminal record search and to provide the applicant with a Criminal Record Search Certificate. The personal information is protected by the Protection of Privacy provisions of the Freedom of Information and Protection of Privacy Act. Questions about the collection may be directed to (204)986-6052.**



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**APPLICATION INSTRUCTIONS**

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**Before Mailing Your Application Please**

1. Ensure you have completed and signed the application form.
2. If working / volunteering with the Vulnerable Section described on the application form, ensure you have signed and dated the Vulnerable Sector Search Consent.
3. Enclose photocopies of two pieces of identification (2 mandatory ...or...1 mandatory and 1 secondary)
4. If the Winnipeg Police Service is to forward the results of the criminal record search to your employer, ensure you complete and sign the waiver form (Criminal Record Search Certificate Waiver P-613) and provide your employer's name and address.
5. Enclose your payment. If you are paying by credit card you may fax your completed application form & photocopy of I.D. to the Bureau of Police Records Enquiry Unit at 204-944-8468.
6. **WAIVER:** When a criminal record search results in a finding of "No Convictions", you may [complete a waiver](#), authorizing the Winnipeg Police Service to release the criminal record search certificate to your legal representative or prospective employer.

Personal information collected on this form is protected by  
***The Freedom of Information and Protection of Privacy Act***  
and will be used only to respond to this request.

Inquiries about the use and protection of this personal information should be directed to the  
Access and Privacy Coordinator.