

### What is a Criminal Record Check?

A criminal record check will determine if you have been charged or convicted of a crime.

#### Name-based Criminal Record Checks

- Using names and dates of birth is the most common way to check a person's criminal history.
- Name-based criminal record checks are done checking against the RCMP's Canadian Police Information Centre (CPIC) system. They consist of a check of the National Repository of Criminal Records based on a person's name and date of birth. It may also include searches of other national and local databases.

### Fingerprints

The use of fingerprints is the most accurate way to confirm a person's identity. They ensure that individuals cannot evade their criminal past, and protect individuals from being falsely associated with a criminal record that is not theirs.

#### Certified Criminal Record Checks

- When name-based criminal record checks do not provide a definite way of confirming a person's identity, you may be asked to provide fingerprints. This is known as a *Certified Criminal Record Check*.
- A fingerprint search of the National Repository of Criminal Records is conducted by RCMP's Canadian Criminal Real Time Identification Services (CCRTIS).
- A very small number of people have fingerprints that cannot be processed electronically. In these exceptional cases, the police service will submit a paper copy of your fingerprints.
- The use of fingerprints for criminal record checks is based on informed consent and includes sharing the results of that information to a third party named by you on the application form.
- The fingerprints submitted to CCRTIS for criminal record checks are only used to confirm your identity. At no time are fingerprints added to a database where they could be subject to search.

### Vulnerable Sector Check

Vulnerable sector checks were created in 2000 to protect children and vulnerable persons and is governed by section 6.3(3) of the Criminal Records Act.

You will be required to provide the police service with the following information:

- A description of the position
- The name of the organization staffing the position
- Details about the children or vulnerable persons (ex: Age, or other factors that can show how the person is vulnerable)
- If the position is volunteer, provide a letter from the organization stating the person will not be paid for services or any other personal expenses incurred.