

Changes in Requirements for Canadian Nationwide Criminal Searches

Hello,

Due to recent changes by the Canadian Police Information Center (CPIC), the following identification requirements are now in place.

An Applicant Must Provide:

- Two (2) pieces of identification, one of which must be government issued and include the Applicant's name, date of birth, signature and photo of the Applicant.
- Copies of the identification documents must be provided to one of the Agents with the signed Informed Consent form.
- Photocopies of the identification must be certified by at least one of the Agents who will confirm that the Applicant signing is the individual on the government-issued photo identification.
- The Agent verifying the identity of the Applicant must compare the signature on the government-issued identification to the signature on the Informed Consent form.
- The photocopy of both pieces of identification must accompany the order forms.

American Databank recommends that you scan and email your requests to support@americandatabank.com. If you are unable to do this, you may also **fax the request to 1-303-573-1779**. Please be aware that we may have you fax multiple copies so we have a readable version of the picture identification.

We apologize for this inconvenience, but the CPIC has become increasingly critical of the provided pictures so we are trying to prevent any delays as much as possible.

Thank you for your time and assistance.

Sincerely,

American DataBank
1-800-200-0853
www.americandatabank.net

Order by Fax (303-573-1779)

F YW]j YX Vm SSSSSSSSSSSS 8UH. # # #
CfXYf . SSSSSSSSSSSSSSSSS f=hbYfbU I gYt

Canadian Background Checks (Please select a product)

Nationwide Canada Criminal Search \$49.00

Subject Name: _____
First Middle Last

Date of Birth: ____/____/____ **Driver License#:** _____

Address: _____
Street City State/Province ZIP

Client Name: _____
First Middle Last

Billing Address: _____
Street City State ZIP

E-mail: _____ (We send report to this email address)

Phone #: _____ **Fax #:** _____

7UfX : [] - [] - [] - []
7UfX HndY. J =G5 # A UghYf # 8 lgWtj Yf # 5a Yl 9l d. SSSSSa a #SSSS mm

Special Instruction: _____



Disclosure and Consent for Police Clearance

To ensure accuracy, you must PRINT in clear CAPITAL letters and complete this form in its entirety.

PLEASE NOTE: The following information and photocopies of identification are for identification purposes only, allowing American DataBank's Canadian vendor to accurately proceed with the assembly of criminal record information for employment purposes. American DataBank's Canadian vendor will hold all personal information confidential.

Given Name(s): ▼		Middle Name(s): ▼	
Surname: ▼			Gender: <input type="checkbox"/> Female <input checked="" type="checkbox"/> Male
Maiden Name & Other names used, either past or present, including, aliases and nicknames: ▼			Birth Date: (yyyy/mm/dd) ▼ 1 9
Place of Birth: ▼			
City		Province	Country
Current Address: ▼			
Unit #	Street #	Street Name	Postal Code
Current Address Continued: ▼			
City		Province	Country
Previous Address – if less than 5 years ago: ▼			
Unit #	Street #	Street Name	Postal Code
Previous Address Continued: ▼			
City		Province	Country
Telephone: ▼		Alternate Telephone: ▼	
Ext.	Ext.	Ext.	Ext.

Declaration of Offences	I understand that failing to provide accurate information or omission of facts on this form may disqualify me from consideration for employment with a client of American DataBank .			Candidate's Initials: _____
	Have you ever been convicted of a criminal offence for which you have not been pardoned, been granted an absolute discharge in the past year, or been granted a conditional discharge in the past three (3) years?			<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes, please provide details on ALL convictions (if more space is needed, please attach additional pages as required):			
	Offence	Date (yyyy/mm/dd)	Location	Penalty

Disclaimer: The existence of a conviction will not preclude you from consideration for employment with a client of **American DataBank**. Details of the offence are requested to enable your potential employer to determine whether the offence is related to your intended employment.

Statement of Understanding and Consent

Part of the screening process includes a criminal record check which searches the RCMP Canadian Police Information Centre database. **American DataBank's** Canadian vendor provides these investigations on the behalf of **American DataBank** and its client. I hereby request and authorize a Canadian Police Service to search for and disclose on my behalf to **American DataBank's** Canadian vendor who is requesting the criminal records check on behalf of **American DataBank** and its client the fact that records may exist on me and are registered on the Canadian Police Information Centre database. I acknowledge that such records may include information relating to criminal convictions for which a pardon has not been granted and conditional and absolute discharges and stays of proceedings which have not been removed from the Canadian Police Information Centre database in accordance with the *Criminal Records Act*.

I understand that disclosure of this information may preclude me from obtaining employment with a client of **American DataBank**. I authorize **American DataBank's** Canadian vendor to release all information obtained to **American DataBank** and its client and hold harmless **American DataBank's** Canadian vendor upon the release of this information or its findings to **American DataBank** and its client. I understand that failing to provide accurate information or omission of facts herein may disqualify me from consideration for employment with a client of **American DataBank**.

Furthermore, I consent to provide my fingerprints for comparison if information provided by myself on this form is in conflict with that disclosed by the Canadian Police Service during this investigation of my criminal records history.

Candidate Signature: X	Date: (yyyy/mm/dd) ▼ 2 0
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Police Use Only	Based on identification information provided by the subject, the result of our search of the Canadian Police Information Centre database is:	
	<input type="checkbox"/> CLEAR - No records in the Canadian Central Repository for Criminal Records match the subject's name and date of birth. <input type="checkbox"/> NOT CLEAR - There may or may not be a record of a conviction, absolute or conditional discharge, or charge under any federal enactment for which a disposition has been entered. The applicant's name, surname, and date of birth were used to conduct this inquiry at the Canadian Police Information Centre. Fingerprints have not been taken. Only a comparison of fingerprints can confirm or disprove this result. <input type="checkbox"/> Declaration - The Declaration of offences above is not an accurate representative of the records in the Canadian Central Repository for Criminal Records based on the subject's name and date of birth. Only a comparison of fingerprints can confirm or disprove this result.	

Police Representative Signature: _____	Date: (yyyy/mm/dd) _____
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