



Criminal Records Screening Certificate

Note: This is form is used when applying for a position where vulnerable sector check is **not** required.

Applicants who cannot apply for a Criminal Record Screening Certificate and or Vulnerable Sector online, or pay the fee online, please send this form and the following documents to the Royal Newfoundland Constabulary, 1 Fort Townshend, St. John's, NL, A1C 2G2, Attention: Director of Finance;

1. Two valid pieces of identification (one of which must be government issues with photo, name, date of birth and signature)
2. Cheque, money order or bank draft in the amount of \$20.00 payable to NL Exchequer.
3. Volunteer Agency letter if applicable

Fees are not required for persons volunteering; you will be required to include a letter from the Volunteer Agency exempting you from the fee. The letter must be printed on the agency's letterhead and include the applicant's name and volunteer position, stating the position is a "volunteer non-paid position."

Processing related to this method may exceed the average 15 business day time frame.

Please select your location

- North East Avalon Corner Brook Labrador West

Identification of Applicant

Last Name:*	_____	First Name*	_____
Second Name	_____	Third Name	_____
Maiden / Other Names <i>(Your last name at birth)</i>	_____	Gender*	_____
City/Town/Province of Birth	_____	Date of Birth*	_____
		Phone Number	_____

Residential Address

Street Address*	_____	Apt/Unit	_____
City/Town*	_____	Province*	_____
Postal Code*	_____		

Mailing Address *(if different from residential address)*

Same as Residential Address

Street Address*	_____	Apt/Unit	_____
City/Town*	_____	Province*	_____
Postal Code*	_____		

Have you been convicted of any offence for which a Record Suspension (formerly pardoned) has not been granted?*

- YES
 NO

Have you ever changed your identity?*

- YES
 NO

Have you ever been prohibited by any court from processing any firearm, ammunition, or explosive substance?*

- YES
 NO

Reason for Request:*

- Required For Employment
 Required For Volunteer Position
 Required For foreign work or travel
 Required For Pardon
 Required For License
 Required For Statute or Regulation
 Required For Adoption
 Other _____

Name of Organization requesting the Criminal Records Screening Certificate

Description of the paid or volunteer position

Contact Person* _____

Contact Telephone* _____

Contact Mailing Address

Street Address* _____

Apt/Unit _____

City/Town* _____

Province* _____

Postal Code* _____

Consent

I hereby consent that a search of your records be conducted to determine if there are any criminal convictions or criminal findings of guilt related to me in your records.

Acknowledge that the Royal Newfoundland Constabulary cannot guarantee that a search for criminal records and criminal findings of guilt will capture every conviction or finding of guilt.

Agree that no liability attaches to the Royal Newfoundland Constabulary in relation to this search. I further agree that the Royal Newfoundland Constabulary is not responsible for any inaccuracies resulting from the search.

Signature	Date
-----------	------

An Applicant must provide: two (2) valid pieces of identification, one of which must be government-issued and include the applicant's name, date of birth, signature and photo

Privacy Statement: The personal information collected in this form will be used only for the administration of those programs provided by the Government of Newfoundland and Labrador for which the supplier is a participant. This information is being collected in accordance with section 61(c) of the Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015). All information provided will be maintained in a secure manner and confidentiality will be protected, as required by the ATIPPA, 2015. For questions or comments related to the protection of your personal privacy, please e-mail RNCATIPP@rnc.gov.nl.ca.