



Parole Board
of Canada

Commission des libérations
conditionnelles du Canada

Parole Board of Canada **Expungement Application Guide**

Step-by-step instructions
and application form

DO YOU NEED HELP TO APPLY?

Contact the Parole Board of Canada at:

Toll-free Info Line: 1-800-874-2652

expungement-radiation@pbc-clcc.gc.ca

Canada.ca/expungement

Did You Know?

You can apply directly to the Parole Board of Canada for an expungement order.

Under the *Expungement of Historically Unjust Convictions Act*, the Parole Board of Canada is the only federal agency responsible for ordering or refusing to order expungement of convictions for eligible offences that would be lawful today. Persons convicted of an offence listed in the Schedule to the *Expungement Act* may apply, as well as authorized representatives in cases where the person is deceased.

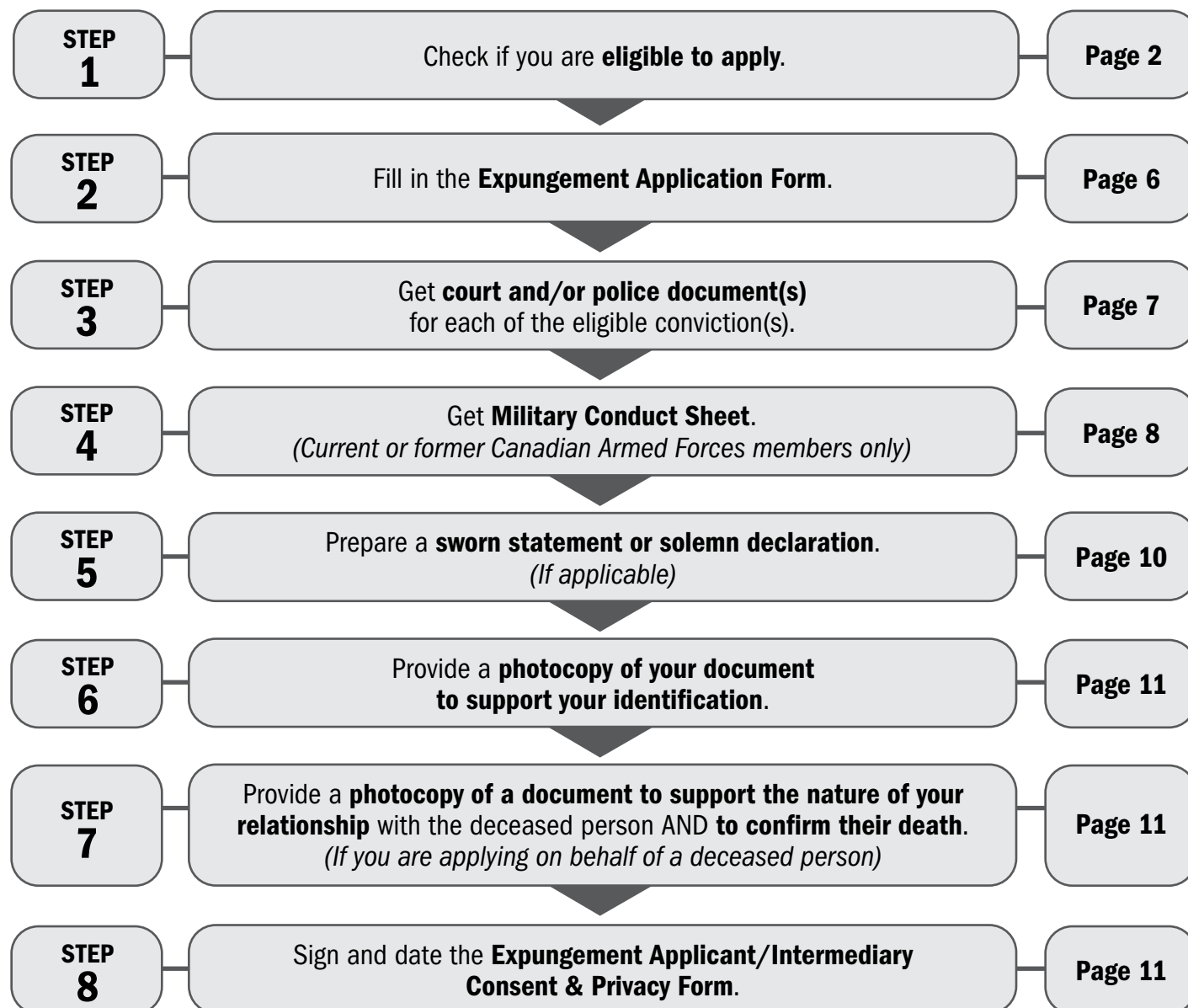
Read this application guide carefully before starting your application. It includes a fillable application form and step-by-step instructions for completing the application for an expungement order.

While there is no fee to apply for an expungement order, please note that costs may be incurred in terms of retrieving the documentation needed for your application.

IMPORTANT!

Keep a photocopy, for yourself, of all documents you submit to the Parole Board of Canada. Your application must include copies of official court and/or police documents and any other document required for your application, as well as the original application form and the original sworn statement or solemn declaration (if one is being provided).

Steps to apply for an expungement order



**STEP
1**

Check if you are eligible to apply

Eligible offences

You **MAY** be eligible* to apply for an expungement order if you, or the deceased person for whom you are applying, has been convicted of one or more offences related to:

- › Gross indecency (or attempt to commit gross indecency);
- › Buggery (or attempt to commit buggery);
- › Anal intercourse (or attempt to commit anal intercourse);
- › Bawdy houses (i.e., keeping, being found in, permitting a place to be used as, or transporting to);
- › Indecent show, act or exhibition;
- › Immoral, indecent or obscene performance;
- › Nudity;
- › Procuring the miscarriage (abortion) of a woman or female person (or attempt to procure the miscarriage (abortion) of a woman or female person);
- › Procuring one's own miscarriage (abortion) (or attempt to procure one's own miscarriage (abortion));
- › Means or method for causing a miscarriage (abortion);
- › Supplying or procuring a substance or an instrument to procure a miscarriage (abortion); and,
- › any offence under the *National Defence Act* or any previous version of that Act for an act or omission that constitutes an offence listed in the Schedule to the *Expungement of Historically Unjust Convictions Act*.

*Please review the criteria listed in Step 1 for each offence before sending in your application.

Refer to the Schedule to the Act for a complete list of offences. It can be found at:

<https://laws-lois.justice.gc.ca/eng/acts/E-21.5/page-2.html#h-211856>

You **DO NOT** need to apply for expungement if you:

- › have **only** received an absolute or conditional discharge*; or,
- › were **only** convicted in a youth court or youth justice court**.

* For more information, contact the Royal Canadian Mounted Police Pardon & Purge Services.

** Your record(s) will be destroyed or archived once all applicable time periods have elapsed under the *Young Offenders Act* or the *Youth Criminal Justice Act*.

STEP 1

Check if you are eligible to apply (Continued)

Criteria

An expungement can only be ordered if **all relevant criteria** are met:

Gross indecency, buggery and anal intercourse

- › The activity for which the person was convicted was between persons of the same sex;
- › The person(s) other than the person who was convicted had given their consent* to participate in the activity; and,
- › The persons who participated in the activity were 16 years of age or older at the time of the activity or subject to a “close in age” defence under section 150.1 of the *Criminal Code*.

* Section 273.1 of the *Criminal Code* defines consent as the voluntary agreement of a person to engage in the sexual activity in question.

Keeping, being found in, or permitting a place to be used as a bawdy house

- › The conviction relates to the convicted person’s association with a bawdy house, kept for the practice of acts of indecency and not for the purpose of prostitution**, where consensual sexual activity is viewed or engaged in; and,
- › The person who was convicted did not exchange money for providing or receiving sexual services.

Transporting individuals to a bawdy house

- › The conviction relates to a bawdy house kept for the practice of acts of indecency and not for the purpose of prostitution**, where consensual sexual activity is viewed or engaged in.

Indecent show, indecent acts, indecent exhibition, immoral, indecent or obscene performance and nudity

- › The activity for which the person was convicted took place in a bawdy house in which acts of indecency are practiced and not for the purpose of prostitution**, where consensual sexual activity is viewed or engaged in; and,
- › The person who was convicted did not exchange money for providing or receiving sexual services.

** The Schedule to the *Expungement Act* and this Guide refer to “prostitution” as it was the wording used in the previous *Criminal Code* definition of “common bawdy house”.

**STEP
1****Check if you are eligible to apply** (Continued)**Criteria** (continued)

- › **Procuring one's own miscarriage (abortion); or,**
- › **Supplying or procuring a drug or an instrument for the purpose of procuring one's own miscarriage (abortion)**

- › The convicted person was the woman or female person who obtained the miscarriage (abortion).

- › **Procuring the miscarriage (abortion) of a woman or female person (where the convicted person assisted the woman or female person in accessing the means to procure a miscarriage (abortion));**
- › **Procuring own miscarriage (abortion) (where the convicted person assisted the woman or female person in accessing the means to carry out the miscarriage (abortion)); or,**
- › **Supplying or procuring a drug or an instrument, for the purpose of procuring miscarriage (abortion) (where the convicted person assisted in supplying or procuring the drug or instrument)**

- › The convicted person acted at the request of the pregnant woman or female person.

- › **Procuring the miscarriage (abortion) of a woman or female person (where the convicted person used or assisted in the use of the means to procure a miscarriage (abortion)); or,**
- › **Supplying or procuring a drug or an instrument for the purpose of procuring a miscarriage (abortion) (while in the capacity of a medical doctor, nurse or midwife)**

- › The convicted person was a medical doctor, nurse or midwife at the time of the offence; and,
- › The convicted person acted with the consent of the pregnant woman or female person.

- › Individuals convicted of offences related to **selling/advertising the means or a method for preventing a pregnancy or causing an abortion** are not subject to any criteria.

**STEP
1****Check if you are eligible to apply** (Continued)**Applying on behalf of a deceased individual**

You **MAY** apply on behalf of a deceased person if you are the person's:

- spouse or common-law partner;
- family member (e.g., child; parent, etc.);
- executor or the administrator or liquidator of the estate;
- agent or mandatary, attorney, guardian, trustee, committee, tutor or curator, or any other person who was appointed to act in a similar capacity before the individual's death; or,
- any other individual who, in the opinion of the Parole Board of Canada, is an appropriate representative of the person.

IMPORTANT!

If you are applying for an expungement **on behalf of a deceased person**, you must submit a photocopy of a document which supports your relationship with the person and a document that confirms that the person is deceased (see Step 7).

STEP 2

Fill in the *Expungement Application Form*

Please use the **Expungement Application Form** found at the end of this guide.

- › If you are applying **on your own behalf**, please complete Sections A, C, and D.
- › If you are applying **on behalf of a deceased person**, please complete Sections B, C, and D.

- › The application form is fillable, and can be filled in online and then printed. If you are completing it by hand, please print clearly using blue or black ink only. Please do not use correction tape/fluid on your application.
- › You must answer all questions truthfully and completely. Concealing information or making false or deceptive statements could result in your application being refused.
- › You may attach additional pages to the form if you require extra space to include all of the required information. The Parole Board of Canada reserves the right to contact you to obtain additional information for the processing of your application.

IMPORTANT!

The Parole Board of Canada must be able to contact you directly. If your mailing address changes after you submit your application, please inform the Parole Board of Canada in writing. Make sure your letter includes your:

- › name;
- › Expungement File Number;
- › new mailing address; and,
- › signature.

Send the letter to the address found on page 12.

**STEP
3**

Get court and/or police documents

You must try to obtain the available court and/or police documents **for each of the eligible conviction(s) for which you are applying**. This documentation may serve to confirm the existence of the conviction(s) and demonstrate to the Parole Board of Canada that the relevant criteria (see Step 1) for ordering an expungement are met.

Contact the court(s) that heard the case(s) and/or the police service(s) having jurisdiction in the location where the arrest occurred and request a copy of the record(s).

→ If the court(s) and/or police service(s) do not have a record of the conviction(s), request confirmation of this in writing.

Review the court and/or police documents carefully to determine if these contain information regarding the relevant criteria for ordering an expungement.

→ If you **were unable to obtain** the court and/or police documents (e.g., the records were destroyed), or if the court and/or police documents **do not clearly demonstrate** that the relevant criteria for expungement are met, **you must produce a sworn statement or solemn declaration** (see Step 5).

IMPORTANT!

If you cannot recall the details of your conviction(s), you may wish to request a copy of your criminal record from the National Repository of Criminal Records maintained by the Royal Canadian Mounted Police. Should you have a criminal record within this repository, **it may assist you in your search for records. Please consult the Annex at the end of this guide for information on how to obtain a fingerprint copy of your criminal record.**

STEP 4

Get your Military Conduct Sheet

(current and former members of the Canadian Armed Forces only)

Did one or more conviction(s) for which you are applying for expungement occur while you (or the deceased person) were a member of the Canadian Armed Forces?

- If **NO**, you are **NOT** required to get a Military Conduct Sheet. Continue to Step 5.
- If **YES**, you **MUST** get a certified, signed and dated copy of the Military Conduct Sheet by contacting the appropriate organization below.

FOR CURRENT REGULAR OR RESERVE MEMBERS:

You must request a Military Conduct Sheet from your Commanding Officer.

FOR FORMER REGULAR MEMBERS:

- If you or the deceased person left the Canadian Armed Forces on or after **January 1, 1998**, get it from the Department of National Defence's Access to Information and Privacy (ATIP) section under the *Privacy Act*:

Director Access to Information and Privacy

National Defence Headquarters
Major-General George R. Pearkes Bldg.
101 Colonel By Drive
Ottawa, Ontario K1A 0K2

https://www.canada.ca/content/dam/dnd-mdn/migration/assets/FORCES_Internet/docs/en/transparency/d2797-em-1-.pdf

- If you or the deceased person left the Canadian Armed Forces **before January 1, 1998**, contact the Library and Archives Canada ATIP Branch:

Access to Information and Privacy Branch

Library and Archives Canada
550 de la Cité Boulevard
Gatineau, Quebec J8T 0A7

www.canada.ca/en/library-archives/services/public/access-information-privacy.html

FOR FORMER RESERVE MEMBERS:

- If you or the deceased person left the Canadian Armed Forces on or after **March 1, 2008**, get it from the Department of National Defence's Access to Information and Privacy (ATIP) section under the *Privacy Act*:

Director Access to Information and Privacy

National Defence Headquarters
Major-General George R. Pearkes Bldg.
101 Colonel By Drive
Ottawa, Ontario K1A 0K2

https://www.canada.ca/content/dam/dnd-mdn/migration/assets/FORCES_Internet/docs/en/transparency/d2797-em-1-.pdf

- If you or the deceased person left the Canadian Armed Forces **before March 1, 2008**, contact the Library and Archives Canada ATIP Branch:

Access to Information and Privacy Branch

Library and Archives Canada
550 de la Cité Boulevard
Gatineau, Quebec J8T 0A7

www.canada.ca/en/library-archives/services/public/access-information-privacy.html

STEP 4

Get your Military Conduct Sheet (Continued) *(current and former members of the Canadian Armed Forces only)*

Make sure that your request to obtain a Military Conduct Sheet indicates that the purpose of your request is to apply for an expungement of convictions and that it includes the following information:

If you are applying on your own behalf:

- › Your first and last name (if these have changed, please state your complete name at the time of your conviction);
- › Your date of birth;
- › Your Service Number;
- › Your enrolment and discharge dates; and,
- › Your signature.

If you are applying on behalf of a deceased person:

- › The person's first and last name (if these have changed, please state their complete name at the time of the conviction);
- › The person's date of birth;
- › The person's Service Number (if known);
- › The person's enrolment and discharge dates (if known);
- › Your first and last name and signature as applicant;
- › A death certificate or other proof of death of the person on whose behalf you are applying; and,
- › Proof of your relationship with the deceased person.

If no conduct sheet exists or could be located, you must provide a letter from the Commanding Officer or the appropriate organization which indicates that no information is available.

IMPORTANT!

If you **were unable to obtain** the Military Conduct Sheet (e.g., the file was destroyed) or if the Military Conduct Sheet **does not clearly demonstrate** that all relevant criteria (see Step 1) for expungement are met, **you must produce a sworn statement or solemn declaration** (see Step 5).

STEP 5

Prepare a sworn statement or solemn declaration

A sworn statement or solemn declaration must be submitted with your application for expungement:

- › If you were **unable to obtain** the court and/or police documents and/or the Military Conduct Sheet due to retention periods or other reasons; **OR,**
- › If you were able to obtain the court and/or police documents and/or the Military Conduct Sheet but these **do not clearly demonstrate** that the relevant criteria are met.

Your sworn statement or solemn declaration should contain information that addresses all relevant criteria **for each conviction** for which you are applying for an expungement order **IF** this information is **not contained** in the court and/or police documents and/or Military Conduct Sheet you are providing. **Please see Step 1 for the complete list of the required criteria for ordering an expungement.**

Make sure that your **sworn statement** or **solemn declaration** also includes the following information:

- › the reasonable efforts that you made to obtain the documents;
- › the reasons why they could not be obtained (e.g., the records were lost or destroyed);
- › your sworn statement or solemn declaration is made in support of your application for an expungement order;
- › your first and last name(s);
- › your date of birth;
- › your address;
- › the offence(s) for which you are applying, the date(s) and place(s) of conviction(s) and the name(s) of the court(s) where the case(s) were heard;
- › if you are applying on behalf of a deceased person, the deceased person's first and last name and date of birth; and,
- › your signature and date of signature.

The sworn statement or solemn declaration **must be signed** by a justice of the peace, attorney, barrister, solicitor, notary public, commissioner of oaths or another official designated that has authority to sign your sworn statement or solemn declaration.

Examples of a sworn statement or solemn declaration can be found at the end of this guide to assist you.

**STEP
6**

Provide a photocopy of a document to support your identity

You must submit a clear photocopy of a valid document that supports your identity. This government issued (federal, territorial, provincial or municipal) document must have your name, date of birth and signature on it (examples include a driver's license, or passport).

**STEP
7**

Provide a photocopy of a document to support your relationship with the deceased person AND a proof of death

If you are applying for an expungement on behalf of a deceased person, you must also submit a copy of:

1. a document which supports your relationship with the person.

For example: if you are the deceased person's child, you could provide a copy of your long form birth certificate to establish your relationship.

2. the person's death certificate.

If you are unable to obtain a copy of a death certificate, another document may be provided, including a statement signed by a medical doctor, coroner or funeral director, or a Memorandum of Notification of Death issued by the Chief of National Defence Staff, among others.

The Parole Board of Canada will consider accepting any reasonable evidence that establishes your relationship with the deceased person and proof of death.

**STEP
8**

Expungement Applicant/Intermediary Consent & Privacy Form

You must read and complete the Expungement Applicant/Intermediary consent & Privacy Form. Please ensure that you include your full legal name and date of birth on the top of page 1, as well as sign and date the form on page 2.

Important: The consent & privacy form is only valid for **12 months** from the date you sign it.

Before you submit your application

EXPUNGEMENT APPLICATION CHECKLIST

Have you included these documents in your application?

1. Check if you are **eligible to apply** (explained in Step 1)
2. Original **Expungement Application Form** (explained in Step 2)
3. Photocopy of the **court and/or police documents** (explained in Step 3) ☐
4. Photocopy of the **Military Conduct Sheet**, if applicable (explained in Step 4) ☐
5. Original **sworn statement or solemn declaration**, if applicable (explained in Step 5) ☐
6. Photocopy of your **identification document** (explained in Step 6) ☐
7. Photocopy of **proof of relationship** with the deceased person and **proof of death**, if applicable (explained in Step 7) ☐
8. Original signed **Expungement Applicant/Intermediary Consent & Privacy Form** (explained in Step 8) ☐

Before you mail your application, please make sure that you have:

- answered all questions accurately and completely; and,
- photocopied all of your application documents for your own records and future reference.

➔ Mail your **application form** and all **supporting documents** to this address:

Parole Board of Canada
Clemency and Record Suspension Division
410 Laurier Avenue West, 5th Floor
Ottawa, Ontario K1A 0R1

Should you have any difficulties in obtaining or providing a copy of any document for the purposes of an expungement application, please contact the Parole Board of Canada at 1-800-874-2652 or expungement-radiation@pbc-clcc.gc.ca.

Example of sworn statement/solemn declaration if you are applying on your own behalf

Sworn statement/solemn declaration of [Complete NAME]

I, [Complete NAME (with middle name if applicable)], born on [date of birth], residing at [full address], [solemnly affirm or swear] that:

[I make this sworn statement/I solemnly affirm] in support of my application for an expungement order and as such, I have personal knowledge of the matters herein referred to.

- On [date of conviction] I was convicted of [offence], by the court of [name of court] in the city of [name of city] and in the province/territory of [name of province or territory].
- On [date] I attended the [name of court] to obtain a copy of the relevant court records for this conviction but I was informed by the court that the records have been destroyed. I attach to this [sworn statement or solemn declaration] the letter from the court dated [date] attesting to this.
- On [date] I attended the [name of police service] to obtain a copy of the relevant police records for this conviction but I was informed by the police service that the records have been destroyed. I attach to this [sworn statement or solemn declaration] the letter from the police service dated [date] attesting to this.
- *Address how all relevant criteria for ordering an expungement are met. Please see Step 1 of the guide for the complete list of the required criteria for ordering an expungement.*

Provide sufficient details to demonstrate clearly to the Parole Board of Canada how the criteria are met.

[SWORN OR SOLEMNLY AFFIRMED] BEFORE ME at the
City of (name of city) _____
In the province/territory of (name of province or territory) _____
This _____ day of _____ (month), (year) _____

Commissioner for taking sworn statements
(or attorney, or other person authorized to swear affidavits)

[Complete NAME]
Signature

Example of sworn statement/solemn declaration if you are applying on behalf of a deceased person

Sworn statement/solemn declaration of [Complete NAME]

I, [Complete NAME (with middle name if applicable)], born on [date of birth], residing at [full address], [solemnly affirm or swear] that:

[I make this sworn statement/I solemnly affirm] in support of my application for an expungement order on behalf of [full name of deceased person and date of birth] and as such, I have personal knowledge of the matters herein referred to.

- On [date of conviction], [name of the person I am applying for] was convicted of [offence], by the court of [name of court] in the city of [name of city] and in the province or territory of [name of province or territory].
- On [date] I attended the [name of court] to obtain a copy of the relevant court records for this conviction but I was informed by the court that the records have been destroyed. I attach to this [sworn statement or solemn declaration] the letter from the court dated [date] attesting to this.
- On [date] I attended the [name of police service] to obtain a copy of the relevant police records for this conviction but I was informed by the police service that the records have been destroyed. I attach to this [sworn statement or solemn declaration] the letter from the police service dated [date] attesting to this.
- And, to the best of my knowledge: *Address how all relevant criteria for ordering an expungement are met. Please see Step 1 of the guide for the complete list of the required criteria for ordering an expungement.*

Provide sufficient details to demonstrate clearly to the Parole Board of Canada how the criteria are met.

[SWORN OR SOLEMNLY AFFIRMED] BEFORE ME at the
City of (name of city) _____
In the province/territory of (name of province or territory) _____
This _____ day of _____ (month), (year) _____

Commissioner for taking sworn statements
(or attorney, or other person authorized to swear affidavits)

[Complete NAME]
Signature

Instructions for obtaining a fingerprint based copy of your criminal record

Only applies to living applicants

In order to facilitate the retrieval of your court and/or police documents for an expungement application, a fingerprint based criminal record check can be processed. Use this wording in your request: **Privacy Act application type**.

This type of request will determine if you have an existing criminal record within the Royal Canadian Mounted Police (RCMP) National Repository of Criminal Records. Should a criminal record exist, a copy of your criminal record will be provided to you in the form of a report, containing information such as file numbers, the date and place of sentencing, charge, and court dispositions.

This information may assist you in determining the appropriate court(s) and/or police agency/agencies to contact and simplify the process of collecting other relevant documents needed for your expungement application.

A report containing a copy of the contents of your criminal record check or a letter indicating that no criminal record exists will be sent to your mailing address.

Please note that should you choose to share your entire criminal record report with the Parole Board of Canada, only the information relevant to the expungement application will be used for processing.

Here are the steps to obtain a fingerprint-based criminal record check from the RCMP's National Repository of Criminal Records, under: **Privacy Act application type**.

1. You must go to a local police agency or accredited private fingerprint agency to have your fingerprints taken. For more information, visit:
<https://www.rcmp-grc.gc.ca/en/where-do-get-a-criminal-record-check>
2. You will need to provide two pieces of identification, one being a valid government issued photo identification, along with the following information:
 - your full name
 - your date of birth
 - your sex
 - your mailing address
 - your phone number, fax number or email address.
3. You must state that you are requesting a criminal record check under: **Privacy Act application type "other"**. Indicate that you are seeking a copy of "RCMP Criminal Record data holding including active criminal history, pardon record and archived record".
4. You must present a copy of the attached **"Instruction letter for individuals applying for an expungement order"** to the person taking your fingerprints.



Instruction letter for individuals applying for an expungement order requesting a criminal record check

Applicant Instructions:

- › Present a copy of the following instructions to the agency taking your fingerprints for the purpose of your expungement application.

Agency Instructions:

- › Re: Fingerprint-based criminal record check for the purpose of an application for an Expungement Order.
- › *Privacy Act Application Type* – Other.
- › Use application type: *Privacy Act – Sub Application type* – Other.
- › Application specifics/Provide Details: Expungement application, Active, Suspended, Archived.
- › Send results field: Individual. (Must be the applicant's mailing address, cannot be a third party).

If you require further information, please contact CCRTIS-SCICTR@rcmp-grc.gc.ca.



APPLICATION FOR AN EXPUNGEMENT ORDER

Please print clearly using black or blue ink.
Please do not use correction tape/fluid on your application.

IMPORTANT - IF YOU ARE APPLYING ON YOUR OWN BEHALF, PLEASE COMPLETE SECTIONS A, C, AND D.
IF YOU ARE APPLYING ON BEHALF OF A DECEASED PERSON, PLEASE COMPLETE SECTIONS B, C, AND D.

SECTION A: To be completed only if you are applying on your own behalf.

APPLICANT'S PERSONAL INFORMATION – You must answer all questions.

What is your full legal name?

Last Name:

First Name(s):

What is your preferred name for correspondence with the Parole Board of Canada? *Leave blank if your preferred name is your full legal name (as mentioned in the previous question).*

Last Name(s):

First Name(s):

Have you ever used one or more names other than your legal name above (e.g., aliases, nicknames, previous married names, maiden name, etc.)?

☐ Yes ☐ No If YES, please write the other names below

Other Last Name(s)

Other First Name(s)

What is your date of birth?

Y Y Y Y M M D D

If one or more of your conviction(s) occurred while you were a member of the Canadian Armed Forces, please see Step 4 of the guide and provide us with the information below:

☐ Current regular or reserve member ☐ Former regular member ☐ Former reserve member

Service Number

Date of
Enrolment:

Y Y Y Y M M D D

Date of
Discharge:

Y Y Y Y M M D D

Provide the complete mailing address of your unit (your commanding officer may be contacted)

Unit Name

Sub-Unit Name

Street Number

Street Name

Suite Number

City/Town

Province/Territory/Outside of Canada

Country/Nation

Postal Code/Zip Code

SECTION B: To be completed only if applying on behalf of a deceased person.**PERSONAL INFORMATION OF THE INTERMEDIARY – You must answer all questions.****What is your full legal name?**

Last Name:

First Name(s):

What is your preferred name for correspondence with the Parole Board of Canada? *Leave blank if your preferred name is your full legal name (as mentioned in the previous question).*

Last Name(s):

First Name(s):

You are applying on behalf of a deceased person. What is your relationship to that person?

- ☐ Spouse or common-law partner
- ☐ Family member (e.g. child, parent, etc.) – Please specify: _____
- ☐ Executor or administrator or liquidator of the estate
- ☐ Agent or mandatary, attorney, guardian, trustee, committee, tutor or curator, or any other person who was appointed to act in a similar capacity before the individual's death
- ☐ Other – Please provide details of your relationship to the deceased. The Parole Board of Canada will determine if you are authorized to make this application. Please specify: _____

► Proof of death must be provided. Please see **Step 7** of the guide for more information.► Proof of the nature of your relationship with the person must be provided. Please see **Step 7** of the guide for more information.**PERSONAL INFORMATION OF THE DECEASED PERSON – Please complete as much information as possible.****What was the person's full legal name?**

Last Name:

First Name(s):

Has this person ever used one or more names other than the legal name shown above (e.g., aliases, nicknames, previous married names, maiden name, etc.)?☐ Yes ☐ No If YES, please write the other names below

Other Last Name(s)

Other First Name(s)

What was this person's date of birth?

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

If one or more of the convictions occurred while this person was a member of the Canadian Armed Forces, please see Step 4 of the guide and provide us with the information below:☐ Former regular member ☐ Former reserve member

Service Number

Date of
Enrolment:

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

Date of
Discharge:

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

SECTION C: CONTACT INFORMATION – You must answer all questions

If your contact information changes, you must notify the Parole Board of Canada in writing.

Primary Telephone Number: Permission to leave a voicemail message? ☐ Yes ☐ No

Secondary Telephone Number: Permission to leave a voicemail message? ☐ Yes ☐ No

Correspondence Language (Please note that the correspondence language you have selected will apply to all official letters and documents sent from the Parole Board of Canada.) ☐ English ☐ French

What is your mailing address?

Street Number	Street Name	Apartment/Unit Number	City/Town
Province/Territory/Outside of Canada		Country/Nation	Postal Code/Zip Code

What is your e-mail address?

Can we contact someone else about this application? (This person may be contacted in the event the Parole Board of Canada is unable to reach you directly by phone or mail. This person should be able to provide us with information on how to communicate with you and should be privy to some information regarding your application.)

☐ Yes ☐ No If YES, give us their name and telephone number.

Alternate Contact Name:

Alternate Contact Telephone Number: Permission to Leave Voice Messages to this person? ☐ Yes ☐ No

SECTION D: CONVICTION(S) INFORMATION

Please provide a list of ALL conviction(s) for offences listed in the Schedule of the *Expungement of Historically Unjust Convictions Act* for which you are seeking an expungement order. The Parole Board of Canada will only consider ordering the expungement of convictions specifically requested by the applicant. See Step 1 of the guide for a complete list of the eligible offences. The Parole Board of Canada will not consider expunging convictions for offences that are not eligible.

Offence	Arresting Police	Court (Street, City, Province)	Sentence	Date (YYYY-MM-DD)

Has a pardon or record suspension or conditional pardon been awarded to the person for whom this application is being submitted?

☐ Yes ☐ No ☐ Unknown If YES, please provide the following information:

Date of the awarded pardon/record suspension/conditional pardon (YYYY-MM-DD):

Reference Number (if known):

OPTIONAL: Provide the Fingerprint Serial Number (FPS number) (if known):

[illegible]



Expungement Applicant/Intermediary Consent & Privacy Form

Full legal name of Applicant/Intermediary: _____

Date of birth (YYYY-MM-DD): _____

I, the undersigned, am aware that the information I provide in this application is collected under the authority of the *Expungement of Historically Unjust Convictions Act* and the *Privacy Act* for the purpose of processing the request for an expungement. I am also aware that, under the *Privacy Act*, I have the right to the correction of, access to, and protection of personal information that is under the Parole Board of Canada's control.

The personal information collected during the processing of the expungement application will be stored in Personal Information Bank Number PBC PPU 010 and can be accessed and assessed for accuracy by sending a written request to the Access to Information and Privacy Director, Parole Board of Canada, 410 Laurier Avenue West, Ottawa, Ontario, K1A 0R1. I understand that exempt personal information obtained from external/other sources or partners in the course of processing the application cannot be provided upon request.

I understand that any relevant personal information gathered for the purpose of this application, including supporting documentation, as well as information obtained from the relevant files of law enforcement agencies, including intelligence gathered for law enforcement purposes, and/or from justice system participants as defined in the Interpretation (definitions) section of the *Criminal Code* of Canada, will be used for the purpose of processing the expungement application and to conduct the applicable inquiries, checks and verifications to determine the eligibility in accordance with the legislative requirements of the *Expungement of Historically Unjust Convictions Act*.

I also understand that any relevant information gathered by the Parole Board of Canada for the purpose of processing this application may also be used for other purposes including research, statistics, program and policy evaluation, internal audit, compliance, risk management, quality control, performance measurement, evaluation, research purposes, and to set up an inventory of expungement decisions. Any use of personal information will be done in accordance with the *Expungement of Historically Unjust Convictions Act* and the *Privacy Act*.

I consent to the disclosure and exchange of relevant personal information about me and/or the deceased person for whom I am applying, with justice system participants, as defined in the *Criminal Code*, law enforcement agencies, any government departments, and agencies in Canada for the purpose of any inquiries that may be considered necessary in accordance with the *Expungement of Historically Unjust Convictions Act*.

I also give consent to any participant of the judicial system, as defined in the *Criminal Code*, any other government departments or agencies in Canada, and any Canadian and foreign law enforcement agencies to disclose to the Parole Board of Canada any relevant personal information about me and/or the deceased person for whom I am applying, that directly relates to any inquiries conducted by the Parole Board of Canada under the *Expungement of Historically Unjust Convictions Act*.

I understand that by signing this application, I give consent to all the above collection, use, and disclosure of any relevant personal information about me and/or the deceased person for whom I am applying, that is required for the processing of the application in accordance with the *Expungement of Historically Unjust Convictions Act* and the *Privacy Act*.

I certify that all information given on this application, and in support of this application, is provided voluntarily and is true, accurate and complete. I understand that providing any false or misleading information may lead to an investigation or prosecution of perjury under *Criminal Code*.

I certify that I have read, understood, and agree to follow all conditions of the expungement application process under the *Expungement of Historically Unjust Convictions Act* and the *Privacy Act*.

I understand that neither the Parole Board of Canada nor His Majesty the King shall bear any liability for any improper access to, or use of personal information sent by electronic means, this includes where the improper access or use results from the electronic transmission to and from the Parole Board of Canada Service Portal.

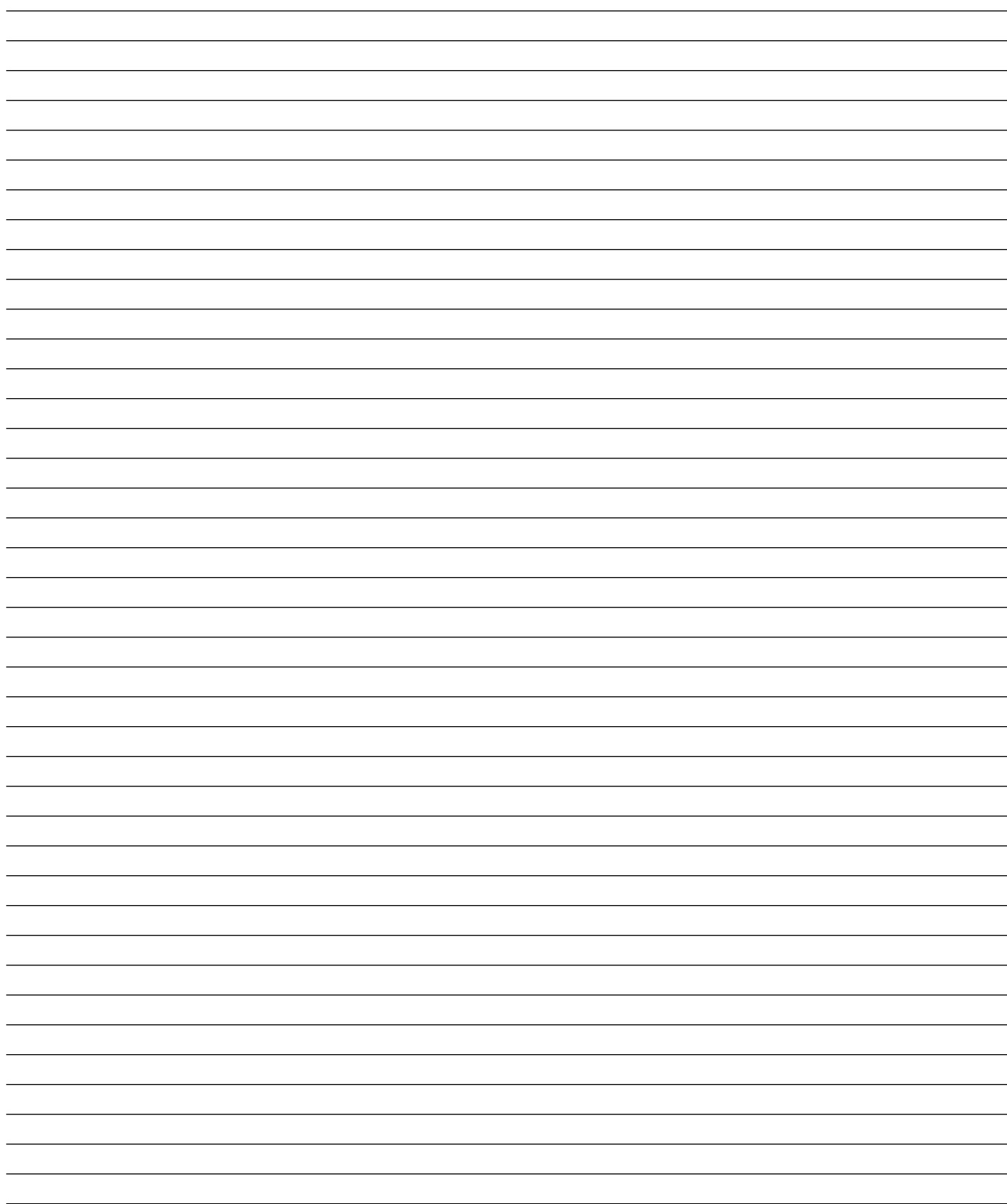
I acknowledge that if I do not sign this consent or if I retract this consent, the expungement application cannot be processed.

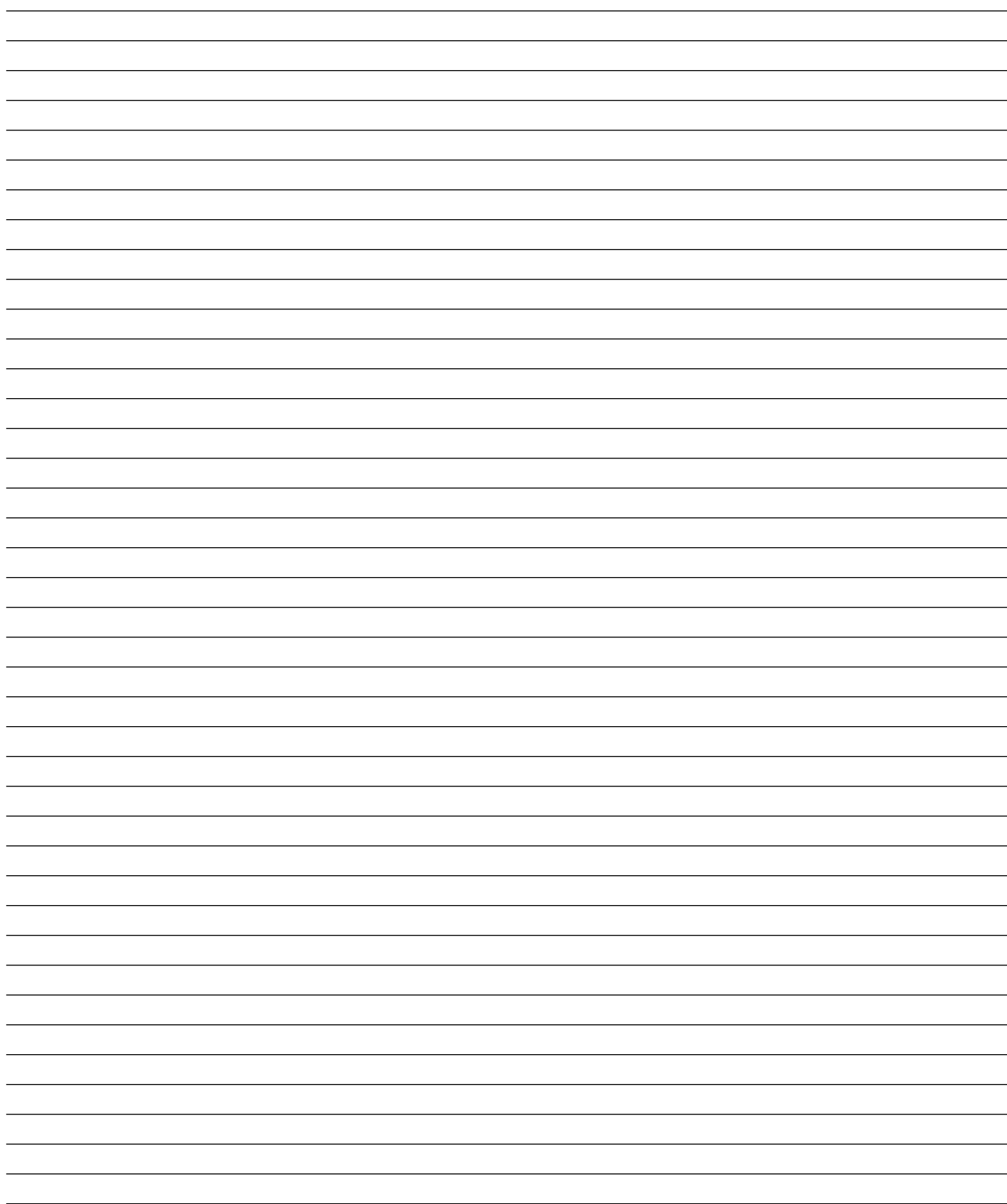
Name of Applicant/Intermediary: _____
(please print)

Signature of Applicant/Intermediary: _____

Date: _____
(YYYY-MM-DD)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.





NEED ASSISTANCE?

Contact the Parole Board of Canada

1-800-874-2652

expungement-radiation@pbc-clcc.gc.ca

Canada.ca/expungement