



Parole Board
of Canada

Commission des
libérations conditionnelles
du Canada

Parole Board of Canada Record Suspension Application Guide

Step-by-step instructions
and application forms

DO YOU NEED HELP TO APPLY?

Contact the Parole Board of Canada at:

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

suspension@pbc-clcc.gc.ca

Canada.ca/record-suspensions

Did You Know?

The Parole Board of Canada is the official and only federal agency responsible for making record suspension decisions under the *Criminal Records Act*. Under this act, the Parole Board of Canada can order, refuse to order, and revoke a record suspension.

You can apply directly for a record suspension (or pardon*) to the Parole Board of Canada. You do not need a lawyer or representative to apply.

All you need to do is follow the step-by-step instructions in this guide and pay the Application Processing Fee of \$50.00 (CDN).

Please note that you are also responsible for any additional fees required as part of your application, such as fingerprints, copies of your criminal record, court documents and police checks.

IMPORTANT!

- You must answer all questions truthfully and completely. Hiding information or making false statements could cause your application to be returned to you or your record suspension to be revoked or ceased at a later date.
- A record suspension does not erase the fact that you were convicted of a crime, but keeps the record separate and apart from other records. A new conviction or other evidence establishing to the satisfaction of the Parole Board of Canada you are no longer of good conduct may lead to the reactivation of your criminal record.
- You do not need a record suspension to obtain a passport. A record suspension does not guarantee you entry or visa privileges to another country. Before you go, contact the authorities of any country you wish to visit to find out what you need to do to enter that country.
- The Parole Board of Canada does not give preferential treatment to any application. All applications are treated the same.

* Your application will be processed using the *Criminal Records Act* eligibility criteria in place at the time of the first offence. Consult page 2 of this guide to see which eligibility criteria apply to you.

Do you need to apply for a record suspension?

You **MAY** apply for a record suspension if you:

- were convicted of an offence in Canada under a federal act or regulation of Canada as an adult; and/or
- were convicted of a crime in another country and were transferred to Canada under the *Transfer of Offenders Act* or the *International Transfer of Offenders Act*.

You **DO NOT** need to apply for a record suspension 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*.

You **MAY NOT** be eligible for a record suspension if your first offence was committed **on or after March 13, 2012** and you:

- have been convicted to a prison term of 2 years or more for more than three indictable offences; or
- were convicted of an offence found in Schedule I of the *Criminal Records Act* and do not meet the exception criteria (consult Step 6 of this guide).

IMPORTANT!

- A record suspension will have no effect on your driving or weapons prohibition orders.
- The Parole Board of Canada has no jurisdiction over youth offences recorded before 1996 that are not listed on your criminal record, even if you were subsequently convicted as an adult. You must contact the court and police agency directly and request them to put those records aside.

Are you eligible to apply for a record suspension?

IMPORTANT!

- If you were convicted of **simple possession of cannabis**, please consult the *Special Instructions* found on the next page.

1. Check that you have **completed all of your sentences**, which includes:

- all fines, surcharges¹, costs, restitution and compensation orders²;
- all sentences of imprisonment, conditional sentences, including parole and statutory release; and
- any probation order(s).

Important: Your weapons or driving prohibition order do not need to be expired before the waiting period begins.

2. Check that you have **completed the appropriate waiting period** by referring to the table below. In order to do so:

- identify when you have **committed** your first offence (not the date of sentencing); and
- identify if you were convicted of a summary or indictable conviction.

Tip: You may contact the court to obtain this information.

Important:

- If the court cannot confirm the method of trial, the longest waiting period will apply.
- The waiting period starts after you have completed **all** of your sentences.

Your first offence was committed before or on June 28, 2010:	Your first offence was committed between June 29, 2010 and March 12, 2012:	Your first offence was committed on or after March 13, 2012:
Pardon	Pardon	Record Suspension
Summary offences: 3 years	Summary offences: 3 years	Summary offences: 5 years
Indictable offences: 5 years	Indictable offences: 5 years	Indictable offences: 10 years
	10 years for serious personal injury offences ³ for which you were sentenced to a prison term of 2 years or more or an indictable offence found in Schedule I of the <i>Criminal Records Act</i> .	

¹ Victim surcharges imposed under section 737 of the *Criminal Code* on or after October 24, 2013 and on or before December 13, 2018 will not be considered in determining eligibility for a record suspension.

² If you were ordered to pay restitution to an individual or entity, courts may not be able to confirm payment (if this is the case, call the Parole Board of Canada at 1-800-874-2652).

³ As per section 752 of the *Criminal Code*.

Special instructions if you were convicted of simple possession of cannabis and other offences

IMPORTANT!

- If you were **only** convicted of **simple possession of cannabis**, please use the Cannabis Record Suspension Guide found at Canada.ca/record-suspensions.
- If you were convicted of **simple possession of cannabis AND another offence(s)**, please use this guide and carefully read the following special instructions.

- A simple possession of cannabis conviction **will not be included in your waiting period calculation and will not be considered by Board members in their assessment.**
- You are **eligible** to apply even **if you have not paid the fine or victim surcharge** that was imposed for the simple possession of cannabis conviction only. Any unpaid fines will not be forgiven and provincial and federal governments may choose to enforce their payment later, even if you receive a record suspension.
- **You must have completed all other parts of the sentence** (i.e., imprisonment and probation, restitution and compensation orders) for both simple possession of cannabis and any other offences.

You must **clearly demonstrate** to the Parole Board of Canada that you were convicted of simple possession of **cannabis** by obtaining official documentation from the court that heard your case and/or the police service that has jurisdiction in the location where you were arrested.

It must be clear that any unpaid fine is for the simple possession of cannabis conviction only. If the fine or surcharge¹ was imposed for multiple offences on the same day, it must be paid in full as a condition of eligibility and the applicable waiting period applies.

You must review the official documentation you have obtained carefully to determine if it clearly demonstrates that the substance was cannabis.

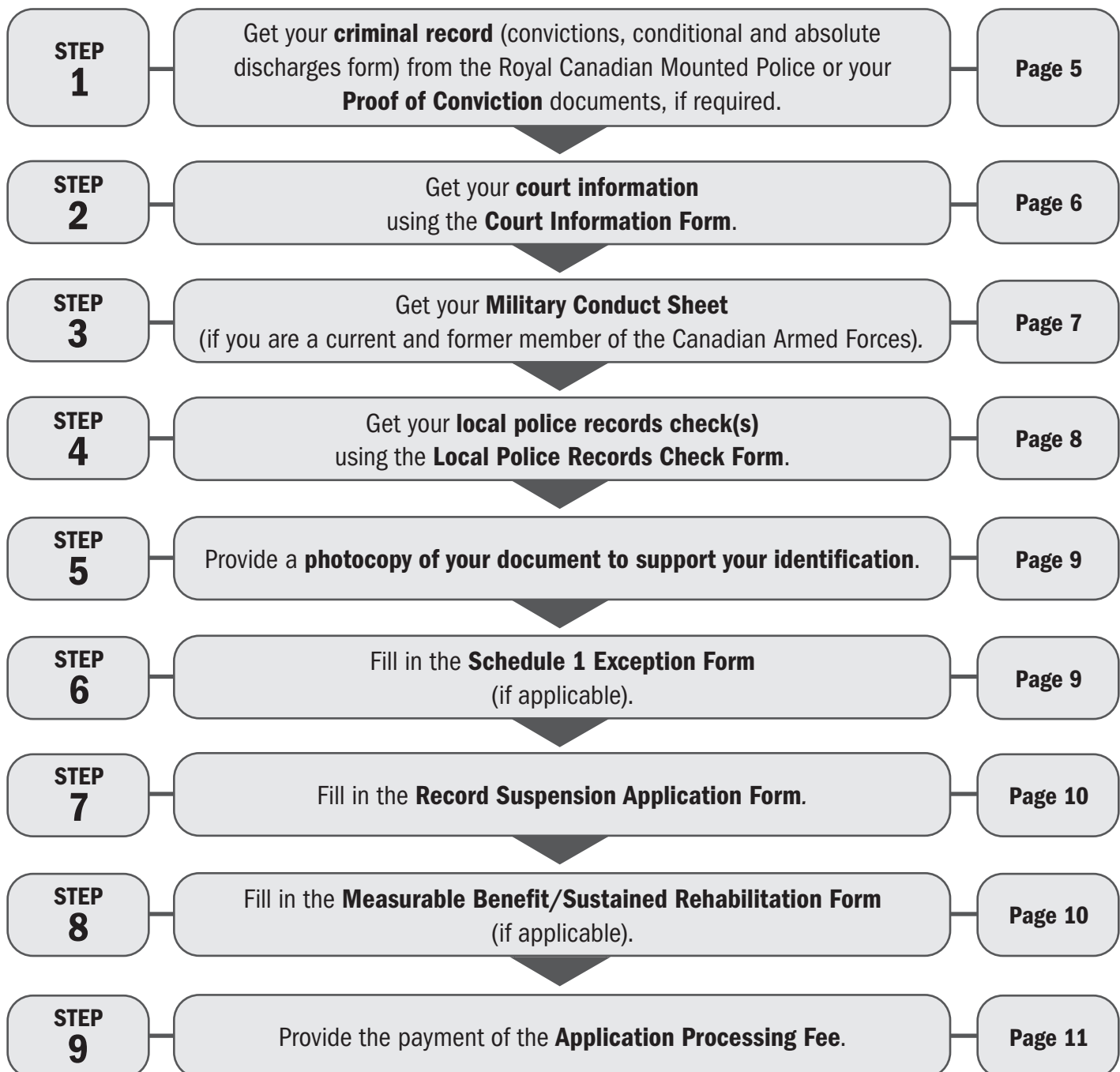
If you are unable to demonstrate to the Parole Board of Canada that the substance was cannabis, you must complete the entire sentence, including payment of fines and victim surcharges before applying. The conviction will also be included in your waiting period calculation.

Please note that you have to complete Step 1 to Step 9 of the Record Suspension Application Guide if you were convicted of simple possession of cannabis and any other offence.

¹ Victim surcharges imposed under section 737 of the *Criminal Code* on or after October 24, 2013 and on or before December 13, 2018 will not be considered in determining eligibility for a record suspension.

Steps to apply for a record suspension

If you are **eligible**, have completed **all of your sentences**, and it is **past the waiting period**, you can now apply for a record suspension (see pages 1 and 2). Here are the steps to follow and the pages where you can find instructions on how to do each step:



STEP 1

Get your criminal record

Get your fingerprints taken. Visit an accredited fingerprinting company or a police service that can submit your fingerprints **electronically**.

Ask your local police service if they offer this service or visit www.rcmp-grc.gc.ca/en/where-do-get-a-criminal-record-check for more information.

Your electronic fingerprint submission **must clearly state you are applying for a record suspension**.

Wait to receive your criminal record (criminal convictions, conditional and absolute discharges) or a **Certification of No Criminal Record** from the Royal Canadian Mounted Police. Any documents provided by the Royal Canadian Mounted Police must be included with your application.

If you have **convictions outside of Canada**, you **MUST** also **submit information** to the Parole Board of Canada **on these convictions**, along with your criminal record.

When you receive your criminal record, check it to ensure all of your convictions are included. It is your responsibility to report all of your convictions to the Parole Board of Canada.

If ALL your convictions **are included**, go to Step 2 (next page).

If any of your conviction(s) **is/are missing**, see below.

If any of your convictions are missing from your criminal record, you must get a **Proof of Conviction for each one**. To get this, contact the court that heard your case and/or the police service that arrested you.

The **Proof of Conviction** must include:

- **Date and court** where you were sentenced;
- **Offence** that resulted in your conviction;
- **Sentence** you received; and
- **Arresting police force**.

If the court and/or police service do not have a record of your convictions, call the Parole Board of Canada's toll-free info line: **1-800-874-2652**.

STEP 2

Get your court information

→ You must get **court information** for **each** of your **convictions**. This **MUST** include proof and date of last payment for any fines, victim surcharges*, restitution, and compensation**.

Answer questions 1 to 6 on the **Court Information Form** at the end of this guide.

Tip: Make copies of the form in case you need to provide the same information to another court.

Contact the court that heard your case

If you were sentenced in more than one court, you must ask each of them to complete the form. Give each court a copy of your criminal record and ask them to fill in the section **For Court Use Only**.

IMPORTANT!

Make sure each court:

- › Fills in all of the **For Court Use Only** section of the form;
- › Includes proof and date of last payment for any fines, victim surcharges*, restitution, and compensation**;
- › Includes the method of trial for each conviction (either summary, indictable or unknown);
- › Includes all of your convictions from that court;
- › Signs and dates the form; and
- › Includes an official court seal or stamp on the form.

Tip: Ask for extra copies of all court documents. You may need them in the future. It will be easier to get copies now as they may not be available if your record suspension is ordered.

Check that the information on the **Court Information Form** is the same as your criminal record.

- › If the information on the **Court Information Form** and criminal record do not match, or if the court has a record of conviction that is not on your criminal record, you must ask the court for a **Proof of Conviction** (consult Step 1).

* Victim surcharges imposed under section 737 of the *Criminal Code* on or after October 24, 2013 and on or before December 13, 2018 will not be considered in determining eligibility for a record suspension.

** If you were ordered to pay restitution to an individual or entity, courts may not be able to confirm payment (if this is the case, call the Parole Board of Canada at 1-800-874-2652).

**STEP
3**

Get your Military Conduct Sheet

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

- **IF YOU ARE NOT** a current or past member of the Canadian Armed Forces, **go to Step 4** on the next page.
- **IF YOU ARE** a current or past member of the Canadian Armed Forces (Regular or Reserve), you must get a certified, signed and dated copy of your **Military Conduct Sheet** by contacting the appropriate organization below. If no conduct sheet exists, you must provide a letter from your Commanding Officer or the appropriate organization, which indicates that no information is available.

FOR CURRENT REGULAR OR RESERVE MEMBERS:

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

FOR FORMER REGULAR MEMBERS:

- › If you left on or after January 1, 1998, contact the Department of National Defence 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
- www.canada.ca/content/dam/dnd-mdn/migration/assets/FORCES_Internet/docs/en/transparency/d2797-em-1-.pdf
- › If you left 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.bac-lac.gc.ca/eng/transparency/atippr/Pages/Online-requests-forms.aspx

FOR FORMER RESERVE MEMBERS:

- › If you left on or after March 1, 2008, contact the Department of National Defence 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
- www.canada.ca/content/dam/dnd-mdn/migration/assets/FORCES_Internet/docs/en/transparency/d2797-em-1-.pdf
- › If you left 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.bac-lac.gc.ca/eng/transparency/atippr/Pages/Online-requests-forms.aspx

IMPORTANT!

- › Include all correspondence from your Commanding Officer, National Defence or Library and Archives Canada with your application.
- › Make sure that your request for your Military Conduct Sheet includes the following information:
- ✓ Shows that the reason for the request is for a Record Suspension Application;
 - ✓ Your first and last name (if it has since changed, it must state your name at the time);
 - ✓ Your date of birth;
 - ✓ Your Military Identification Number or Service Number;
 - ✓ Your signature; and
 - ✓ Enlistment and discharge dates.

STEP 4

Get your local police records check(s)

→ You must get a **local police records check** for:

- › The city or town where you live now (your current address); **AND**
- › Each city or town where you lived during the last 5 years (if you lived in that place for 3 months or more).

Important: Each local police records check is **only valid for 12 months** from the date it was issued.

How to get a local police records check

Fill in all questions on page 1 of the **Local Police Records Check Form** at the end of this guide.

Tip: Photocopy it for each local police service you contact.

Contact the local police service for the address where you live now. If you have lived in different places during the last 5 years, you must contact the police service for each place. If you are not sure who to contact, ask your local police service.

If you lived outside of Canada you still need to contact the local police service where you lived. If the police service outside Canada will not give you a local police records check, a signed letter from the police service stating that you have been law-abiding will be accepted. If it is in a foreign language, you must have it translated into English or French and submit both the original and the translated version with your application form.

Show your criminal record to each local police service and ask them to fill in the section on the **Local Police Records Check Form** called **For Police Use Only** (page 2).

You will need to show them a current photo ID and a second piece of ID.

Tip: Contact the local police service in advance to find out the types of ID they accept.

IMPORTANT!

The Parole Board of Canada will return your application if your **Local Police Records Check Form** does not include the following information:

- › All information required in the **For Police Use Only** section on page 2;
- › Signature and date stamp of the local police service; and
- › Local police service official seal or stamp.

STEP 5

Get a copy of your document to support your identity

You need to provide a clear photocopy of a document which supports your identity with your application. This valid government issued (Federal, Provincial or Municipal) document must include your name, date of birth and signature.

STEP 6

Complete the Schedule 1 Exception Form

→ Please note that this step is only required if:

- › You have a conviction for a Schedule 1 offence **and** your first offence was committed on or after March 13, 2012 (see page 1); or
- › Your Schedule 1 offence was committed on or after March 13, 2012.

Under Section 4(2) of the *Criminal Records Act*, a person **is ineligible** to apply for a record suspension if he or she has been **convicted of an offence referred to in Schedule 1 (sexual offence involving a child) of the Act** with certain exceptions. For more information, refer to www.laws-lois.justice.gc.ca.

→ If you have **NOT** been convicted of a **Schedule 1 offence** under the *Criminal Records Act*, **skip to Step 7**.

→ If you **HAVE been convicted** of a **Schedule 1 offence**, you **MUST** complete the **Exception Form**. Under Section 4(3) of the *Criminal Records Act*, a person who has been convicted of an offence referred to in Schedule 1 may apply for a record suspension **IF** the Parole Board of Canada is **satisfied** that the convicted person:

- › was not in a position of trust or authority towards the victim of the offence and the victim was not in a relationship of dependency with him or her;
- › did not use, threaten to use or attempt to use violence, intimidation or coercion in relation to the victim; and
- › was less than five years older than the victim.

IMPORTANT!

Fill in **ALL sections** of the **Exception Form**. If the form is incomplete, the Parole Board of Canada will return your application to you. If you do not have enough room to include all the requested information, attach additional pages to the form.

STEP 7

Fill in the Record Suspension Application Form

Answer all the questions in the Record Suspension Application Form found at the end of this guide.

Print in BLOCK letters using **black** and **blue** ink only.

Tip: If you need more space to include all the information, attach additional pages to your application.

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

Make sure that you have:

- › Answered **all** questions on **both sides** of the form;
- › Answered all questions truthfully and completely; and
- › Signed and dated the form **within the last year**. As the applicant, **you** must sign the form.

Important: If you do not answer all the questions on both sides of the form or do not sign the form, the Parole Board of Canada will return your application and documents.

IMPORTANT!

The Parole Board of Canada must be able to contact you now and in the future. If we cannot contact you or verify your information, your application may not be processed. If your mailing address changes, you must send the Parole Board of Canada a letter with your new mailing address. This letter must include:

- › Your name;
- › Your Record Suspension Application Personal Reference Number;
- › Your new mailing address;
- › Your signature. As the applicant, you must sign the letter.

Send the letter to the address found on page 12.

Important: Even after you receive a record suspension, you must continue to advise the Parole Board of Canada of any changes in your address.

STEP 8

Complete the Measurable Benefit/ Sustained Rehabilitation Form

As per section 4.1 of the *Criminal Records Act*, you must clearly describe how receiving a record suspension would provide you with a measurable benefit AND sustain your rehabilitation into society as a law-abiding citizen. Fill in **all** sections of the Measurable Benefit/Sustained Rehabilitation Form. If you do not fill in all sections, the Parole Board of Canada will return your application to you. If you do not have enough room to include all the requested information, attach additional pages to the form.

**STEP
8****Complete the Measurable Benefit/
Sustained Rehabilitation Form** (Continued)

You may wish to include information on the circumstances of your offence(s) to help with the processing of your application.

→ **Please note that questions 1, 2, and 3. a) of this Step are only required if your first offence was committed on or after June 29, 2010.**

You may also complete questions 3. b) and 3. c) in this section if you would like to share how your personal and social history may have contributed to your involvement in the criminal justice system.

**STEP
9****Provide the payment of the Application
Processing Fee**

Please include the Record Suspension Application Processing Fee with your application.

Important: If the fee is missing, incomplete or inaccurate, your application may not be processed and may be returned to you.

The current Record Suspension Application Processing Fee is:

\$50.00 (CDN [Canadian dollars])

Important: In order to include the current fee, consult the updated Record Suspension Application Guide at Canada.ca/record-suspensions or contact the Parole Board of Canada at 1-800-874-2652 or suspension@pbc-clcc.gc.ca.

The following payment types are accepted:

- › Credit card (use the Record Suspension Application Processing Fee Credit Card Payment Form found at end of this guide);
- › Certified cheque;
- › Money order; and
- › Bank draft payable to the Receiver General for Canada.

The Parole Board of Canada will not accept a personal cheque or cash.

Before you submit your application

IMPORTANT!

- › You must provide the original documents with the original signature and official seal and/or stamp from the courts and the police. Failure to do so, will result in your application being returned to you. Forms that have been tampered with will also be returned.
- › Before you mail your application, make sure to keep a photocopy of your documents, including the forms to keep for future reference.

RECORD SUSPENSION APPLICATION CHECKLIST

- | | |
|--|--------------------------|
| 1. Original criminal record or Certification of No Criminal Record AND Proof of Conviction documents , as required (explained in Step 1) | ☐ |
| 2. Original Court Information Form(s) (explained in Step 2) | ☐ |
| 3. Original Military Conduct Sheet , if required (explained in Step 3) | ☐ |
| 4. Original Local Police Records Check Form(s) (explained in Step 4) | ☐ |
| 5. Photocopy of your identification document (explained in Step 5) | ☐ |
| 6. Original Schedule 1 Exception Form , if required (explained in Step 6) | ☐ |
| 7. Original Record Suspension Application Form (explained in Step 7) | ☐ |
| 8. Measurable Benefit/Sustained Rehabilitation Form , if required (explained in Step 8) | ☐ |
| 9. Application Processing Fee (explained in Step 9) | ☐ |

→ Mail your **Application Form**, the **Application Processing Fee**, and **all official documents** (originals only, with the exception of your identification document) to this address:

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



COURT INFORMATION FORM Record Suspension Application

Please print clearly using black or blue ink. Answer all questions.

SECTION A: Personal information

1. What is your full legal name? (Fill in your name and date of birth at the top of page 2.)

Last Name:

First Name(s):

2. Have you ever used another name other than your legal name (e.g. nicknames)?

☐ No ☐ Yes If YES, please write the other names below (include aliases, nicknames, previous married names, etc.):

Other Last Name(s)

Other First Name(s)

3. What is your gender? ☐ Male ☐ Female ☐ Another Gender

4. What is your date of birth?

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

SECTION B: Contact information

5. What is your mailing address?

Apartment/House Number and Street Address

City/Town

Province/Territory/State

Postal Code/Zip code

Country/Nation

6. What is your telephone number?

FOR COURT USE ONLY. Do not write in this section.

Name of Court:

Phone number: ()

Street Address

City/Town

Province/Territory

Postal Code

Offence Information – For court use only. Must include all convictions that the court holds.

Date of Offence (if available)

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

Offence Information # 1

Offence Description

Sentence

Place of Sentence

Date of Sentence

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

Method of trial: ☐ Summary ☐ Indictable ☐ Unable to confirm Court reference #

If unable to confirm method of trial, state reason why:

The court can confirm the substance is cannabis ☐ No ☐ Yes ☐ N/A

Have all fines, victim surcharges, restitutions, compensation orders and other costs been paid in full? ☐ No ☐ Yes

If they have been paid in full, date of the last payment ►

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

Outstanding amount (if any): \$

Please specify the nature of the outstanding amount (e.g., fine, restitution order, costs, etc.)

Is the outstanding amount related only to a victim surcharge imposed under section 737 of the Criminal Code on or after October 24, 2013 and on or before December 13, 2018?

☐ No ☐ Yes

☐ The court can confirm no outstanding monies are owed

► Date of last payment if known:

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

☐ Our records have been destroyed

► Date destroyed:

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

Please turn this form over ►

APPLICANT INFORMATION – You must fill in this information.Rewrite **your** full legal name and date of birth as provided on the front of this form.

Full legal name:

Date of birth (YYYY-MM-DD):

Offence Information – For court use only. Do not write in this section.**Offence Information # 2**

Offence Description

Sentence

Place of Sentence

Date of Offence (if available)

Y Y Y Y M M D D

Date of Sentence

Y Y Y Y M M D D

Method of trial: ☐ Summary ☐ Indictable ☐ Unable to confirm Court reference # _____

If unable to confirm method of trial, state reason why: _____

The court can confirm the substance is cannabis ☐ No ☐ Yes ☐ N/A**Have all fines, victim surcharges, restitutions, compensation orders and other costs been paid in full?** ☐ No ☐ YesIf they have been paid in full, date of the **last payment** ▶

Y Y Y Y M M D D

Outstanding amount (if any): \$ _____

Please specify the nature of the outstanding amount (e.g., fine, restitution order, costs, etc.) _____

Is the outstanding amount related only to a victim surcharge imposed under section 737 of the *Criminal Code* on or after October 24, 2013 and on or before December 13, 2018? ☐ No ☐ Yes☐ The court can confirm **no outstanding monies** are owed

▶ Date of last payment if known:

Y Y Y Y M M D D

☐ **Our records have been destroyed**

▶ Date destroyed:

Y Y Y Y M M D D

Offence Information # 3

Offence Description

Sentence

Place of Sentence

Date of Offence (if available)

Y Y Y Y M M D D

Date of Sentence

Y Y Y Y M M D D

Method of trial: ☐ Summary ☐ Indictable ☐ Unable to confirm Court reference # _____

If unable to confirm method of trial, state reason why: _____

The court can confirm the substance is cannabis ☐ No ☐ Yes ☐ N/A**Have all fines, victim surcharges, restitutions, compensation orders and other costs been paid in full?** ☐ No ☐ YesIf they have been paid in full, date of the **last payment** ▶

Y Y Y Y M M D D

Outstanding amount (if any): \$ _____

Please specify the nature of the outstanding amount (e.g., fine, restitution order, costs, etc.) _____

Is the outstanding amount related only to a victim surcharge imposed under section 737 of the *Criminal Code* on or after October 24, 2013 and on or before December 13, 2018? ☐ No ☐ Yes☐ The court can confirm **no outstanding monies** are owed

▶ Date of last payment if known:

Y Y Y Y M M D D

☐ **Our records have been destroyed**

▶ Date destroyed:

Y Y Y Y M M D D

COURT AUTHORIZATION – Please sign, date, and stamp this form.

Name of Authorized Officer of the Court:

▶ Signature:

Date:

Y Y Y Y M M D D

Please put court seal or stamp here.



LOCAL POLICE RECORDS CHECK FORM Record Suspension Application

Please print clearly using black or blue ink. Answer all questions.

SECTION A: Personal information

1. What is your full legal name? (Fill in your name and date of birth at the top of page 2.)

Last Name:

First Name(s):

2. Have you ever used another name other than your legal name (e.g. nicknames)?

☐ No ☐ Yes If YES, please write the other names below (include aliases, nicknames, previous married names, etc.):

Other Last Name(s)

Other First Name(s)

3. What is your gender? ☐ Male ☐ Female ☐ Another Gender

4. What is your date of birth?

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

5. Do you have a driver's licence? ☐ No ☐ Yes

If YES, what is your driver's licence number?

Province/Territory

SECTION B: Contact information

6. What is your mailing address?

Apartment/House Number and Street Address

City/Town

Province/Territory/State

Postal Code/Zip Code

Country/Nation

7. What is your telephone number?

8. Where have you lived during the last 5 years? (Include your current address. P.O. boxes will not be accepted.)

Apartment/House Number and Street Address	City/Town	Province/Territory/State	Country/Nation	From (YYYY-MM)	To (YYYY-MM)
					present

SECTION C: Applicant authorization – Sign and date below.

9. You must write in the name of the police service and then you must sign and date this form.

I hereby authorize _____

(write in name of police service here)

to release to the Parole Board of Canada information that it is legal for the police to divulge.

Applicant's Signature

Sign here: ►

Date

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

10. Ask the police service to fill in the other side of this form. Include this form in your application with the front side filled in by you and back side filled in by the police service.

Please complete the other side of this form. ►

APPLICANT INFORMATION – You must fill in this information.

Rewrite your full legal name and date of birth as provided on the front of this form.

Full legal name:

Date of birth (YYYY-MM-DD):

SECTION D: FOR POLICE USE ONLY. Do not write in this section.**► Conviction(s) other than simple possession of cannabis in addition to those appearing on Canadian Police Information Centre (CPIC)**

Offence description	Sentence	Place of sentence	Arresting police service	Date of sentence							
				Y	Y	Y	Y	M	M	D	D

► Convictions(s) for simple possession of cannabis in addition to those appearing on CPIC

Offence description	Sentence	Place of sentence	Arresting police service	Date of sentence							
				Y	Y	Y	Y	M	M	D	D

Can you confirm that the substance was cannabis? ☐ No ☐ Yes

Offence description	Sentence	Place of sentence	Arresting police service	Date of sentence							
				Y	Y	Y	Y	M	M	D	D

Can you confirm that the substance was cannabis? ☐ No ☐ Yes**List all information related to incidents involving police and all charges regardless of disposition including provincial convictions/charges.**

Nature of occurrence	Outcome	File number	Date of occurrence							
			Y	Y	Y	Y	M	M	D	D

Police representative information

Police service name

Police representative name

Phone number

Signature

Date							
Y	Y	Y	Y	M	M	D	D

Internal Use OnlyPolice service
seal or stamp
here.



RECORD SUSPENSION APPLICATION FORM

Please print clearly using black or blue ink. Answer all questions.

PERSONAL INFORMATION - You must answer all questions.

1. What is your full legal name? (Fill in your name and date of birth at the top of page 2 as well.)

Last Name:

First Name(s):

2. Have you ever used another name other than your legal name (e.g. nicknames)?

☐ No ☐ Yes

If YES, please write the other names below (include aliases, nicknames, previous married names, etc.) or your application will be returned to you.

Other Last Name(s)

Other First Name(s)

3. What is your gender? ☐ Male ☐ Female ☐ Another Gender

4. What is your date of birth?

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

5. Were you born in Canada? ☐ No ☐ Yes

6. Do you have a driver's licence? ☐ No ☐ Yes

If YES, what is your driver's licence number?

Province/Territory:

7. Are you employed? ☐ No ☐ Yes

If Yes, who is your employer? If you are self employed please indicate the name and/or number of your company.

Employer Name:

Company name and/or number:

CORRESPONDENCE AND RESIDENCE INFORMATION - You must answer all questions.

8. What is your mailing address? (Please specify if this is the address of a representative).

All information about a decision will be sent to this address, except, in cases where the Board must contact you directly (e.g. a proposal to refuse).

Apartment/House Number and Street Address

City/Town

Province/Territory/State

Postal Code/Zip Code

Country/Nation

9. Do you want information in English or French? (This will include all official letters and the Record Suspension document)

☐ English ☐ French

Email address:

10. Where have you lived during the last 10 years? (Include your current address. **P.O. boxes will not be accepted.**)

Apartment/House Number and Street Address	City/Town	Province/Territory/State	Country/Nation	Postal Code/Zip Code	From (YYYY-MM)	To (YYYY-MM)
						Present

Please turn this form over ►

APPLICANT INFORMATION – You must fill in this information.

Indicate the full legal name and date of birth of the applicant provided on the front of this form:

Full legal name:

Date of birth (YYYY-MM-DD):

CONTACT INFORMATION - You must answer all questions. The Parole Board will need to contact you directly.**11. Telephone Number:****Can we leave a voicemail message?** ☐ No ☐ Yes

If you do not have a telephone, provide a mailing address:

12. Can we contact someone else about your application? ☐ No ☐ Yes If YES, give us their name and telephone number:

Name:

Telephone number:

13. Have you ever been a member of the Canadian Armed Forces? If YES, see Step 3 of the Record Suspension Application Guide and fill in the information below:☐ No ☐ YES - Former ☐ YES - Current ☐ YES – Former or current reserve member

Military Service Identification 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 Address or P.O. Box Number

City/Town

Province/Territory

Postal Code

CONVICTION INFORMATION - You must answer all questions.**14. Do you have any other convictions that do not appear on your Criminal Record, including convictions in another country?** ☐ No ☐ Yes If YES, provide details below:

Offence	Arresting Police	Sentence	Court (Street/City/ Province/State)	Date of Sentence							
				Y	Y	Y	Y	M	M	D	D

APPLICANT AUTHORIZATION

15. The information you provide in this application is collected under the authority of the *Criminal Records Act* for the purpose of processing your request for a record suspension. You have the right to the correction of, access to and protection of, your personal information under the *Privacy Act*. Personal information collected during the investigation of your 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 Coordinator, Parole Board of Canada, 410 Laurier Avenue West, Ottawa, ON K1A 0R1. Exempt personal information obtained from external partners in the course of processing this application cannot be provided upon request. You must sign and date this form to confirm the following: I understand that the information may be used in a record suspension decision, to conduct inquiries, and may be used in summary form for reporting, quality control, performance measurement, evaluation, research purposes and to establish an inventory of record suspensions. I grant permission for the disclosure of relevant personal information about me with justice system participants as defined in the *Criminal Code*, as may be deemed necessary for the purpose of the investigation related to this application and for the purpose of any record suspension decision.

I certify that the statements made by me in this application are true and complete. Failure to sign this authorization will result in your application being returned to you as incomplete.

Applicant's Signature

Sign here ►

Y

Y

Y

Y

M

M

D

D

Date ►



MEASURABLE BENEFIT/SUSTAINED REHABILITATION FORM For the purpose of a Record Suspension Application

Please print clearly using black or blue ink. You must answer all questions. Attach additional pages if required.

SECTION A: PERSONAL INFORMATION - You must answer all questions.

What is your full legal name? You must fill in your name and date of birth at the top of page 2 and any additional pages that you attach to this form.

Last Name

First Name(s)

What is your date of birth?

Y Y Y Y M M D D

Signature

SECTION B: You must answer all questions

1. Clearly indicate how a record suspension would provide you with a measurable benefit and how it would sustain your rehabilitation into society as a law abiding citizen.

2. Describe all positive changes you have already made to improve your situation since your conviction. You may include supporting documents.

Please turn this form over ►

MEASURABLE BENEFIT/SUSTAINED REHABILITATION FORM

For the purpose of a Record Suspension Application

Please print clearly using black or blue ink. You must answer all questions. Attach additional pages if required.

PERSONAL INFORMATION - You must fill in this information

Indicate the full legal name and the date of birth of the applicant provided on the front of this form.

Full legal name

What is your date
of birth?

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

SECTION B (CONTINUED): You must answer all questions

3. a) Information on the offence(s). Describe the circumstances and how/why EACH of the offences was committed. (Who, What, When, Where and How).

OPTIONAL

3. b) Describe how your personal and social history may have contributed to your offence(s) and/or involvement in the criminal justice system (e.g., experiences with racial discrimination, mental health and/or chronic health conditions, over or under policing in your community, etc.).

OPTIONAL

3. c) Indicate your race:

4. For all sexual offences, include the age of the victim. Provide official documentation, if available.



SCHEDULE 1 - EXCEPTION FORM

For the purpose of a Record Suspension Application

Please print clearly using black or blue ink. You must answer all questions. Attach additional pages if required.

SECTION A: PERSONAL INFORMATION - You must answer all questions.

What is your full legal name? You must fill in your name and date of birth at the top of page 2 and any additional pages that you attach to this form.

Last Name

First Name(s)

What is your date of birth?

Y Y Y Y M M D D

Signature

SECTION B: EXCEPTION - You must answer all questions

A person who has been convicted of an offence referred to in Schedule 1 of the **Criminal Records Act (CRA)** (www.laws-lois.justice.gc.ca) may apply for a record suspension if the Board is satisfied that they meet the exception conditions as per section 4(3) of the **CRA**. The applicant has the responsibility of satisfying the Board that the conditions referred to in subsection (3) of the **CRA** (**indicated below**) are met. Please explain how you meet **each** condition.

1. The person was not in a position of trust or authority towards the victim of the offence and the victim was not in a relationship of dependency with him or her.

Please turn this form over ►

SCHEDULE 1 - EXCEPTION FORM
For the purpose of a Record Suspension Application
Please print clearly using black or blue ink. Answer all questions.

APPLICANT INFORMATION - You must fill in this information

Indicate the full legal name and the date of birth of the applicant provided on the front of this form.

Full legal name	What is your date of birth?	Y	Y	Y	Y	M	M	D	D
-----------------	-----------------------------	---	---	---	---	---	---	---	---

SECTION B (CONTINUED): You must answer all questions

2. The person did not use, threaten to use or attempt to use violence, intimidation or coercion in relation to the victim.

3. The person was less than five years older than the victim. A proof (court document, police report and/or an affidavit) of the age of the applicant and the victim at the time of the event must be included.



RECORD SUSPENSION APPLICATION PROCESSING FEE FORM

The current Record Suspension Application Processing Fee is:
\$50.00 CDN (Canadian dollars)

Applicant's Last Name	Applicant's First Name
-----------------------	------------------------

The following payment types are accepted:

- Credit card, VISA Debit and Debit Mastercard;

Please provide us with an email address as the Parole Board of Canada (PBC) will send an invoice by email from Moneris (noreply@moneris) that includes a payment link **PBC SERVICES / SERVICES CLCC**. Please ensure to check your junk /spam mail folder to avoid missing this important email.

The invoice will be sent once we have deemed your application complete, eligible and within jurisdiction. Once the email is received, the processing fee payment is required within **30 days**. If the processing fee is not paid, your file will be deemed as incomplete and will be returned to you.

☐ I intend to pay the invoice within **30 days** once received:

Email address (this is the email address where the invoice will be sent to)

Signature

- Certified cheque;
- Money order; and
- Bank draft

If you choose Certified cheque, Money order or Bank draft as your payment type:

- The processing fee must be made out to the Receiver General of Canada
- You must submit it with your Record Suspension Application

The PBC will not accept a personal cheque or cash.

Please note that no refund is possible once the application has been accepted.

Notes

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 at:

1-800-874-2652 (toll-free)

suspension@pbc-clcc.gc.ca

Canada.ca/record-suspensions