



Parole Board
of Canada

Commission des
libérations conditionnelles
du Canada

Parole Board of Canada Record Suspension 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

Canada

Did You Know?

You can apply directly to the Parole Board of Canada for a record suspension

All you need to do is follow the step-by-step instructions in this Guide and pay the Application Processing Fee of \$644.88 (CDN)* (by credit card, certified cheque, bank draft or money order, payable to the Receiver General for Canada).

* This fee is valid between March 31, 2020 and March 30, 2021 and is subject to change.

You do not need a lawyer or representative to apply.

The Parole Board of Canada treats all applications fairly and is the only federal government agency that can make record suspension decisions.

IMPORTANT:

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.

ORIGINAL DOCUMENTS ONLY. PHOTOCOPIES NOT ACCEPTED*

(*only photocopies of identification documents will be accepted)

Your application must include original documents with original signatures and original office seals or stamps from the courts and police or it will be returned. Forms that have been tampered with will also be returned.

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

Before you mail your application, photocopy all of your forms and official documents to keep for future reference.

IMPORTANT!**Before using this guide...**

This guide includes instructions and all the forms you need to apply for a record suspension. Before you start, read the following questions and answers to make sure you qualify for a record suspension and to find out what it will and will not do for you.

WHO is responsible for record suspensions?	The Parole Board of Canada (PBC) is the official and only federal agency responsible for making record suspension decisions under the <i>Criminal Records Act</i> (CRA). Under the CRA, the PBC can order, refuse to order, and revoke a record suspension.
WHO can apply?	You can apply for a record suspension if you: <ul style="list-style-type: none"> › were convicted of an offence <u>in Canada</u> under a federal act or regulation of Canada as an adult; › were convicted of a crime in another country and were <u>transferred to Canada</u> under the <i>Transfer of Offenders Act</i> or the <i>International Transfer of Offenders Act</i>.
ARE any offences ineligible?	Yes. You are not eligible for a record suspension if you have been convicted of: <ul style="list-style-type: none"> › a <i>Schedule 1</i> Offence (sexual offence involving a child) under the <i>Criminal Records Act</i> with certain exceptions. Refer to www.laws-lois.justice.gc.ca › more than three (3) offences prosecuted by indictment, each with a prison sentence of two years or more.
WHEN can you apply?	To apply for a record suspension, you must have completed all of your sentences , which includes: <ul style="list-style-type: none"> › all fines, surcharges*, costs, restitution and compensation orders**; › all sentences of imprisonment, conditional sentences, including parole and statutory release; › any probation order(s). <p><i>* Note: If you have a prohibition order, it does not need to be expired before the waiting period begins.</i></p> <p>After completing all of your sentences, you must have completed a waiting period:</p> <ul style="list-style-type: none"> › 5 years for a summary offence (or a service offence under the <i>National Defence Act</i>). › 10 years for an indictable offence (or a service offence under the <i>National Defence Act</i> for which you were fined more than \$5,000, detained or imprisoned for more than 6 months).
DO I need a lawyer or a representative to apply?	No. This application guide includes step-by-step instructions on how to apply for a record suspension and all the forms that you need. You can also call 1-800-874-2652 (toll free) or email suspension@pbc-clcc.gc.ca for assistance. An application from a lawyer or a representative does not receive preferential treatment.

* 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.

** Fines or victim surcharges that are directly associated with simple possession of cannabis convictions do not need to be paid before applying.

Continued on page 2

Before you get started – Continued from page 1

WHAT is the effect of a record suspension?	A record suspension keeps a judicial record of a conviction separate and apart from other criminal records, and gives law-abiding citizens an opportunity to reintegrate into society. It removes all information about the conviction from the Canadian Police Information Centre (CPIC) database. 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. Federal agencies cannot give out information about the conviction without approval from the Minister of Public Safety Canada, unless the conviction is for simple possession of cannabis. A record suspension removes disqualifications caused by a criminal conviction, such as the ability to contract with the federal government, or eligibility for Canadian citizenship. If you are convicted of a new offence, the information may lead to a reactivation of the file in CPIC.
WILL a record suspension erase my prohibition order?	No. A record suspension has no effect on a prohibition order.
DO I need a record suspension if I am a young offender?	<u>You may</u> need to apply for a record suspension if you were found guilty as a young person and you were convicted as an adult before the specific period of time defined in youth legislation. The record suspension may cover both the youth and adult records. You do <u>not need</u> to apply if you were found guilty <u>only</u> in a youth court or youth justice court, since your record will be destroyed or archived once all applicable time periods have elapsed under the <i>Young Offenders Act</i> or the <i>Youth Criminal Justice Act</i> .
DO I need a record suspension if I received an absolute or conditional discharge?	If you have only received absolute or conditional discharges, you do not need to apply for a record suspension. If you received an absolute discharge on or after July 24, 1992, the RCMP will automatically remove it from its system one year after the court decision. If you received a conditional discharge on or after July 24, 1992, the RCMP will automatically remove it 3 years after the court decision. If you received an absolute or conditional discharge before July 24, 1992, contact the RCMP to have the information removed (RCMP Pardon & Purge Services, P.O. Box 8885, Ottawa, ON K1G 3M8).
WILL a record suspension guarantee me entry into a foreign country?	No. 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.
DO I need a record suspension to apply for a passport?	No. Passport Canada reviews each application on its own merit. You should contact Passport Canada directly to find out more about the specific requirements for getting a passport.

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

Were you convicted of simple possession of cannabis and at least one other offence (e.g., assault)?
If so, please note the following:

- › 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 surcharge 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.

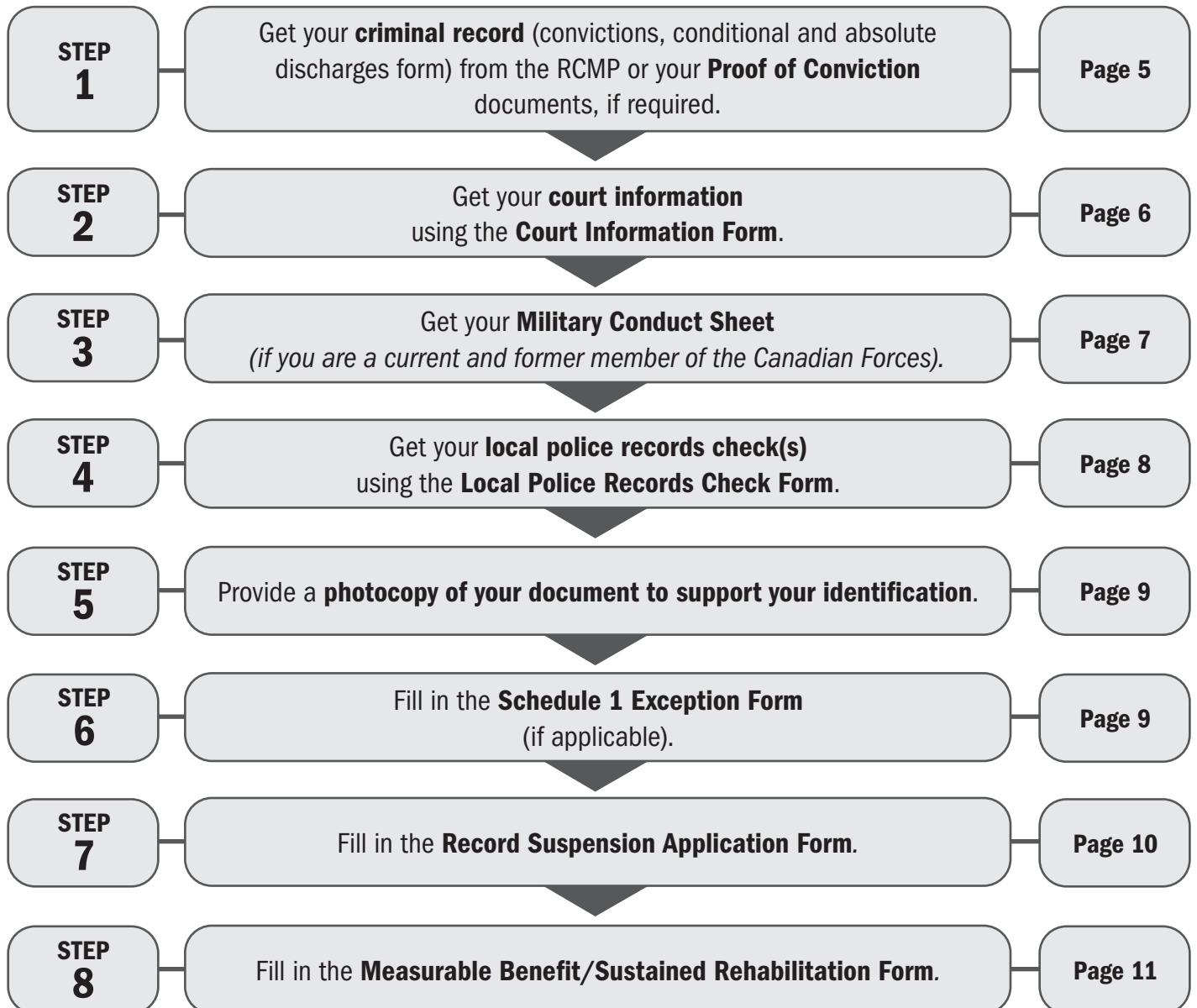
Please note that you have to complete step 1 to step 8 of the Record Suspension Guide if you were convicted of simple possession of cannabis and any other offence.

IMPORTANT!

If you were only convicted of simple possession of cannabis,
use the **Cannabis Record Suspension Guide**.

Steps to apply for a record suspension

If you are **eligible**, have completed **all of your sentences**, and it is **past the waiting period** (see page 1), you can now apply for a record suspension. 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 RCMP. Any documents provided by the RCMP 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;
- › **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**. **This MUST** also include the method of trial for each conviction (either summary or indictable). The method of trial will decide your eligibility for a record suspension (5- or 10-year waiting period). **If this information is not provided, the longest waiting period (10 years) will be applied to your file.**

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 all of your convictions from that court;
- › Signs and dates the form;
- › 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 are not 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 (see 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 PBC at 1-800-874-2652).

**STEP
3**

Get your Military Conduct Sheet

(current and former members of the Canadian Forces only)

- **IF YOU ARE NOT** a current or past member of the Canadian Forces, **go to STEP 4** on the next page.
- **IF YOU ARE** a current or past member of the Canadian 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 Section:

**Access to Information, Privacy and
Personnel Records Coordinator**

Library and Archives Canada
395 Wellington Street
Ottawa, Ontario K1A 0N4

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 Section:

**Access to Information, Privacy and
Personnel Records Coordinator**

Library and Archives Canada
395 Wellington Street
Ottawa, Ontario K1A 0N4

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;
 - ✓ 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;
- › 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 have your name, date of birth and signature.

**STEP
6**

Complete the Schedule 1 Exception Form

Under Section 4(2) of the *Criminal Records Act* (CRA), 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 CRA, **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 CRA, 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.

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

→ You must use the Record Suspension Application Form at the end of this guide.

Important: The Record Suspension Application Form is only valid for 12 months from the date you sign it.

Answer all questions in the Record Suspension Application Form

If you do not answer all the questions on both sides of the form, the Parole Board of Canada will return your application and documents. Print in BLOCK letters using black ink only.

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

Make sure to include the \$644.88 (CDN [Canadian dollars]) Record Suspension Application Processing Fee in a certified cheque, money order or bank draft payable to the Receiver General for Canada, or through the completed credit card payment form. The Parole Board of Canada will not accept a personal cheque. Do not send cash.

Make sure that you have:

- › Answered all questions on **both sides** of the form;
- › Answered all questions truthfully and completely;
- › Signed and dated the form. As the applicant, the form **must be signed by you**;
- › Included the \$644.88 (CDN) application fee (Payable to the Receiver General for Canada);
- › Photocopied all of your application documents for your own records and future reference.

Tip: 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 should include:

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

Send the letter to:

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

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 CRA, 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.

Before you submit your application

Keep a photocopy of all documents you submit to the Parole Board of Canada for yourself.

RECORD SUSPENSION APPLICATION CHECKLIST

Have you included these documents in your application?

- | | |
|---|--------------------------|
| 1. Original criminal record or Certification of No Criminal Record AND Proof of Conviction documents, as required (explained in Step 1) | <input type="checkbox"/> |
| 2. Original Court Information Form(s) (explained in Step 2) | <input type="checkbox"/> |
| 3. Original Military Conduct Sheet , as required (explained in Step 3) | <input type="checkbox"/> |
| 4. Original Local Police Records Check Form(s) (explained in Step 4) | <input type="checkbox"/> |
| 5. Photocopy of your identification document (explained in Step 5) | <input type="checkbox"/> |
| 6. Original Schedule 1 Exception Form , as required (explained in Step 6) | <input type="checkbox"/> |
| 7. Original Record Suspension Application Form (explained in Step 7) | <input type="checkbox"/> |
| 8. Measurable Benefit/Sustained Rehabilitation Form (explained in Step 8) | <input type="checkbox"/> |
| 9. \$644.88 (CDN) Application Processing Fee (explained in Step 7) | <input type="checkbox"/> |

→ **Mail your Application Form**, \$644.88 (CDN)* Application Processing Fee (credit card payment or certified cheque, bank draft or money order, payable to the Receiver General for Canada), and all official documents (originals only) to the Parole Board of Canada at this address:

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

* This fee is valid between March 31, 2020 and March 30, 2021 and is subject to change.



COURT INFORMATION FORM
Record Suspension Application
Please print clearly using black 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: _____ Given 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.

Table with 2 columns: Previous last name(s), Previous first and other name(s)

3. What is your gender? [] MALE [] FEMALE 4. What is your date of birth (YYYY-MM-DD)? _____

SECTION B: Contact information

5. What is your mailing address?

Apartment/House Number and Street Address City/Town Province Postal Code Country

6. What is your phone number? _____

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

Name and Address of Court: _____ Phone number: () _____

Court Name Street Address City/Town Province Postal Code

Offence information - For court use only. Must include all convictions that the court holds.

Offence information # 1

Table with columns: 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 [] [] [] [] [] [] [] [] [] []

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: [] [] [] [] [] [] [] [] [] []

[] Our records have been destroyed Date destroyed [] [] [] [] [] [] [] [] [] []

Please turn this form over

COURT INFORMATION FORM
Record Suspension Application
 Please print clearly using black ink. Answer all questions.

APPLICANT INFORMATION – You must fill in this information.

Rewrite the full legal name and date of birth of the applicant 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 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
---	---	---	---	---	---	---	---

Offence information # 3

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
---	---	---	---	---	---	---	---

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 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: _____ Given 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.

Table with 2 columns: Previous last name(s), Previous first and other name(s)

3. What is your gender? [] MALE [] FEMALE

4. What is your date of birth (YYYY-MM-DD)? _____

5. Do you have a driver's licence? [] No [] Yes If YES, what is your driver's licence number? _____ Province: _____

SECTION B: Contact information

6. What is your mailing address?

Apartment/House Number and Street Address City/Town Province Postal Code Country

7. What is your phone number? _____

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

Table with 6 columns: Apartment/House Number and Street Address, City/Town, Province, Country, 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.

Sign here: ► _____ Date (YYYY-MM-DD): _____ (Applicant's Signature)

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. ►



LOCAL POLICE RECORDS CHECK FORM
Record Suspension Application
 Please print clearly using black ink. Answer all questions.

APPLICANT INFORMATION – Fill in this information.

Rewrite the full legal name and date of birth of the applicant 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.

> Convictions **other than 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		

> Conviction(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: () _____

Date:

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

► _____
Signature

Internal Use Only					

Police service
seal or
stamp here



SCHEDULE 1 – EXCEPTION FORM
For the purpose of a Record Suspension Application
Please print clearly using blue or black ink. You must answer all questions.

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

What is your full legal name? (You must also 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: _____ Given Name: _____

What is your date of birth?

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

Signature: _____

SECTION B: EXCEPTIONS – 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 blue or black ink. You must answer all questions.

APPLICANT INFORMATION – You must fill 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 FORM
Please print clearly using black ink. You must answer all questions.

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

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

Last Name: _____ Given Name(s): _____

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

No Yes If YES, please write the other names below or your application will be returned to you.

Previous Last Name(s)	Previous Given Name(s)

3. What is your gender? MALE FEMALE

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: _____

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: _____

SECTION B: 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 _____ Postal Code _____ Country _____

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

10. What addresses have you lived at in the last 10 years? Include your current address. P.O. Boxes will not be accepted.

Apartment/House Number and Street Address	City/Town	Province	Country	Postal Code	From						To						
					Y	Y	Y	Y	M	M	Y	Y	Y	Y	M	M	
												Present					

Please turn this form over. ▶



RECORD SUSPENSION APPLICATION FORM

Please print clearly using black ink. You must answer all questions.

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:

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

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? Yes No

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 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 ID 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 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	Date (YYYY-MM-DD)	Court (Street/City/Province)

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.)

Sign here: ▶ _____
(Applicant's Signature)

Date:

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



**MEASURABLE BENEFIT/SUSTAINED
REHABILITATION FORM**

**For the purpose of a Record Suspension Application
Please print clearly using blue or black 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: _____ Given 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 blue or black ink. You must answer
all questions. Attach additional pages if required.**

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.

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

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



**RECORD SUSPENSION APPLICATION PROCESSING FEE
CREDIT CARD PAYMENT FORM**

Do not fax or e-mail this form. Attach this form to your completed record suspension application and mail to the Parole Board of Canada (PBC) at the address listed in the Official PBC Record Suspension Application Guide

PBC USE ONLY – Do not complete this section

Date of transaction: _____ / _____ / _____
year month day

Authorization Code: _____

Processed by: _____

Reference number: _____

Complete the section below to submit your payment by credit card. Please print clearly.

Record suspension applicant's name: _____

Name exactly as it appears on the credit card: _____

Complete billing address of cardholder: _____

Apartment/House Number
and Street Address

City/Town

Province

Postal Code

Country

Your signature is pre-authorizing a one-time charge of \$644.88 on the above credit card for the processing of a record suspension application. Please note that no refund is possible once the application has been accepted.

▶ Signature of cardholder: _____

TYPE OF CREDIT CARD

The following information will be destroyed once the transaction is completed or if the application is not accepted.

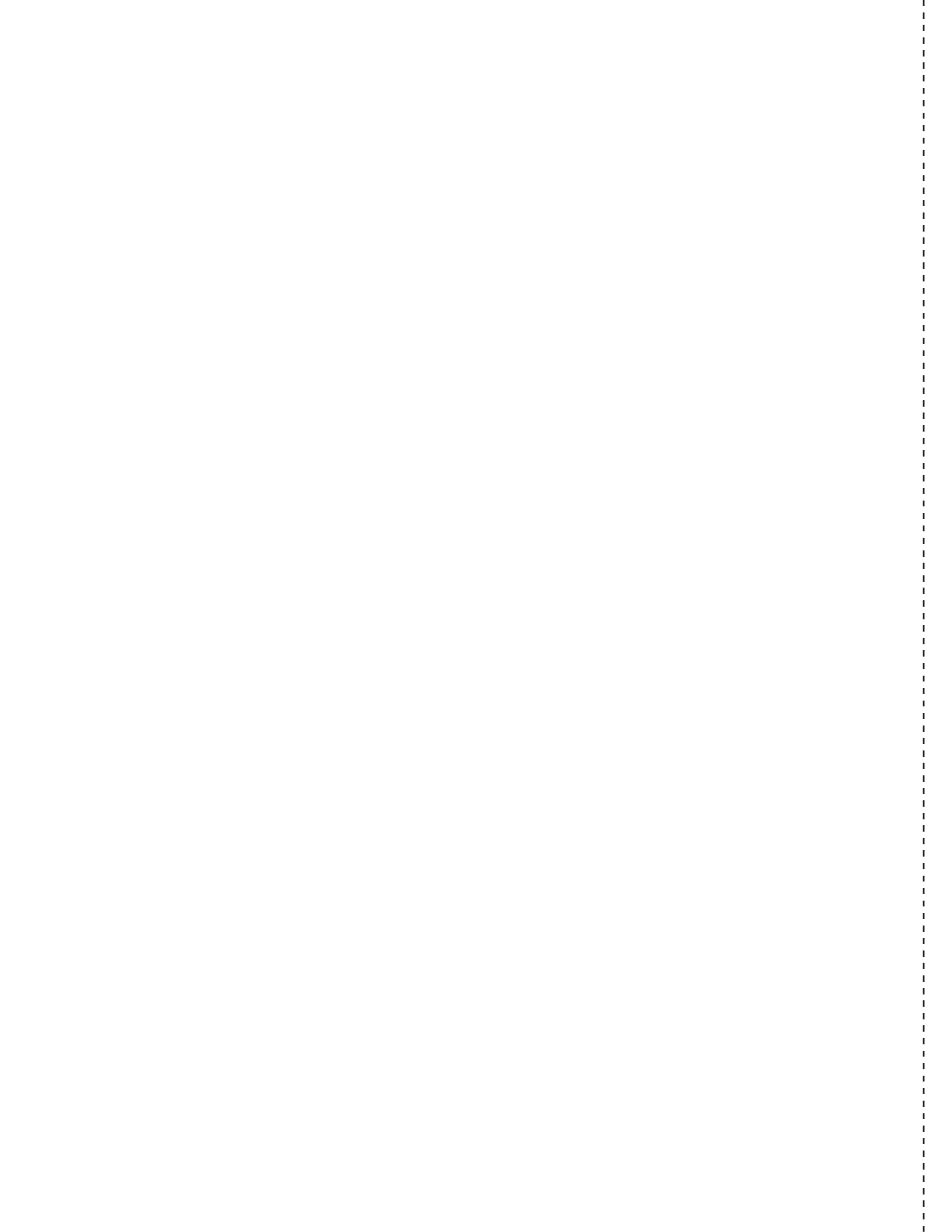
VISA Mastercard Amex

Credit card number : _____

Expiry date: _____ / _____
year month

PRIVACY NOTICE STATEMENT

The information you provide on this form is collected under the authority of the *Financial Administration Act* for the purpose of processing the payment of your record suspension application. You have the right to the correction of, access to and protection of, your personal information under the *Privacy Act*. Personal information collected through the processing of your payment will be stored in the Record Suspension Decisions/Clemency Recommendations Personal Information Bank PBC PPU 010 and will be shared with Public Works and Government Services Canada, Receiver General Deposits, Personal Information Bank PWGSC PCU 717. This form will be destroyed by the Parole Board of Canada one year after the transaction is completed or immediately if the application is not accepted. Information on the type of credit card, credit card number and expiry date will be destroyed immediately, once the transaction is completed. Prior to destruction, this information can be accessed and assessed for accuracy by sending a written request to the Director, Access to Information and Privacy, Parole Board of Canada, 410 Laurier Ave West, Ottawa, ON K1A 0R1. For more information visit Info Source www.infosource.gc.ca.



NEED ASSISTANCE?

Contact the Parole Board of Canada at:

1-800-874-2652 (toll free)

suspension@pbc-clcc.gc.ca

Canada.ca/record-suspensions