



CRIMINAL RECORD CHECK

A Criminal Record Check determines if an individual has been charged/convicted of a criminal offence, or, if there are other outstanding conditions (see below). Information is collected and reported in the form of Clear or Unclear.

Criminal Record Check - Basic

The Basic Criminal Record Check is a query, based on name and date-of-birth, of active criminal files in the RCMP National Repository of Criminal Records. This search will report any Canadian criminal convictions that have not been pardoned, discharged or sealed by record suspension. Basic Criminal Record Checks do not report on summary convictions or pending charges before the courts.

Across Canada, the Basic Check may be referred to as Standard or CPIC.

Criminal Record Check - Enhanced

The enhanced check is comprised of two components; the Criminal Record Check - Basic, as well as a query of the Investigative and Identification data banks of CPIC. This comprehensive search provides indicators of the following key areas:

- Discharged findings of guilt may be identified if relevant and releasable (Absolute discharges within 1 year and conditional discharges within 3 years).
- Additional convictions, either indictable or summary, that have not yet been populated into the RCMP's National Repository of Criminal Records.
- Summary convictions, within the past five years.
- Outstanding warrants; criminal charges presently before the courts, including restrictive bail or release conditions; peace bonds and prohibition or probation orders in effect.

Across Canada, this check may be referred to as a Criminal Record and Judicial Matters Check (CRJMC), Police Information Check, or a Level 2 Check.

Declaration of a Criminal Record

A declaration allows candidates to voluntarily disclose their criminal convictions in Canada during the Criminal Record Check process. The authorized Police Agency will confirm the accuracy of information voluntarily revealed by the candidate. This process allows requesting organizations to accurately view and adjudicate previous criminal convictions.

Candidate Convenience

Candidates have opportunity to securely upload further information from their local police about their criminal record. This will provide additional context to the requesting organization, allowing for informed decisions.

In Canada, all Criminal Record Checks require the candidate's informed consent and their identity verified.

Average turnaround time is less than 4 hours.