

Criminal Record / Police Information Check Requirements

Take these instructions with you!

A criminal record / police information check is required for the applicant, and all partners, directors or officers of the business (or just the applicant for Collectors, Debt Repayment Agents, Home Inspectors, Cemetery or Monument Salespersons).

The check is required from the policing organization serving the jurisdiction of the individual's primary residence. If you reside in a municipality with multiple police stations, contact the police service to be directed to the appropriate station location. This process may take from 7 to 30 days, or longer if you require confirmation of findings. Contact the police service for fees, hours of operation and requirements.

- * **Results must include local and national records, and must include charges and convictions.**
- * **When the policing agency requires fingerprinting, the fingerprinting and fingerprint-based checks may be performed by a vendor accredited by the RCMP to provide fingerprinting services and fingerprint-based criminal record / police information checks.**
- * **Results verified through disclosure of charges and convictions are acceptable. A fingerprint based check may not be required provided all results found are fully disclosed and either the disclosure document is included with the results or the results fully detail the charges and convictions found.**
- * **Checks performed by non-policing services will not be accepted.**

- For individuals from outside of Canada, a criminal record / police information check is required from the jurisdiction of the individual's primary residence which follows the requirements set out by Citizenship and Immigration Canada (<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates/how.html>) or a check provided by a local policing organization (i.e., federal, provincial / state or municipal police service) provided the results follow the requirements noted above*.
- For individuals from the United States, a criminal history record information check performed by a vendor from this list (<https://www.fbi.gov/services/cjis/compact-council/list-of-approved-channelers>) is also acceptable provided the results follow the requirements noted above*.

Criminal Record / Police Information Check Requirements, <https://www.alberta.ca/assets/documents/sa-criminal-record-police-information-check-requirements.pdf>

- You may be required to provide fingerprints if the police request them for clarification or to request additional information regarding your record (additional fees may apply). **DO NOT SEND FINGERPRINTS WITH YOUR APPLICATION.** The result of your fingerprint comparison is required.
- The police will provide you with a document to attach to your application package
 - The police service will provide documentation to you during your visit or require you to pick it up at a later date or send it to you by mail or email
 - Confirm processing times and method of delivery with the police service during your visit
 - If a criminal history is indicated, you may be required to return to the police service for fingerprinting and the police will prepare additional documents detailing your criminal history to attach to your licence application form. This process will take additional time and may impact your ability to obtain a licence. Processing times vary from 30 - 120 days.
- Criminal Record Checks expire after 90 days from the date of issue.

EXEMPTIONS

Publicly traded companies

Applicant, partners, directors and / or officers of the business are exempt from some requirements provided the application includes confirmation the business is publicly traded on a major stock exchange, identifies where they are traded (TSX, NSE, Hang Seng, London, etc.) and their trading symbol. Partners, directors and / or officers of the business are not required to 1) complete and submit the addendum form, or 2) provide a criminal record / police information check. Applicant must complete, sign and submit the Applicant Addendum form but is not required to provide a criminal record / police information check.

Charitable Organization Registrations

Applications do not need to provide date of birth information for individuals **without** signing authority as Criminal Record / Police Information Checks are not required. Criminal Record / Police Information Checks are required for individuals **with** signing authority.

Collectors or Debt Repayment Agent

Applicants who have not been charged or convicted of an offence (excluding traffic violations), within the last 5 years, under any criminal or other law in force are exempt from this requirement.

Home Inspectors

Applicants who have already provided a criminal record / police information check in support of their addendum as the applicant, director, officer or partner of the Home Inspection Business applying for licensing in conjunction with this home inspector application are exempt from the requirement to provide a criminal record / police information check with their Home Inspector application.