



### Purpose of Form

This form authorizes the Ontario Provincial Police (OPP) to conduct a Security Screening Check for Applicants who are either seeking employment with the OPP or being contracted to work in or around an OPP owned building/property or on behalf of an organization/agency seeking record checks for their employees. This form documents your informed consent to allow the OPP to conduct such searches as indicated by the checkboxes selected by the OPP, your employer or requesting organization/agency.

### Which Checks Are Conducted and Why?

The type of checks conducted is determined by the checkboxes selected by your employer or requesting organization/agency on form LE221 Security Screening Check as described below, only the selected checks will be completed. Any questions or concerns regarding why certain checks have been selected should be discussed directly with your employer or requesting organization/agency.

The personal information collected on this form is used by the OPP to process and conduct the Security Screening Check and is authorized by the *Police Services Act* section 41 as well as provincial and federal privacy legislation. Information related to these checks will be destroyed after two years and will not be used or retained for any other police purpose. Questions concerning the collection of this personal information should be directed to the Manager, Risk Management Section, Professional Standards Bureau by telephone at 705 329-6146.

### Description of Check Levels

A signed agreement between the requesting organization/agency and the OPP determines the **\*Level of Security Screening Check** (outlined below) to be performed by the OPP. The following is a description of what will be searched for at each selected level of Security Screening Check. A specific record(s) will be considered for disclosure where it is required by law or relevant to the position. "Relevance" will be determined by the OPP based on risk factors such as the nature of the work being performed and/or access to sensitive areas, materials or infrastructure.

**Note: Failure to complete consent forms in full or supply all applicable correspondence/documents will result in the Security Clearance not being processed. This will result in unnecessary delays or require re-submission of all documents.**

<p><input checked="" type="checkbox"/> <b>Level 1</b></p>	<p><input checked="" type="checkbox"/> <b>Criminal Convictions Search</b> A search is conducted on criminal record information from the Royal Canadian Mounted Police (RCMP) National Repository of Criminal Records (Identification Databank), Canadian Police Information Centre (CPIC) for which a pardon (record suspension) has not been granted or where discharge information is still within disclosure timelines.</p> <p><input checked="" type="checkbox"/> <b>Outstanding Entries Search</b> Entries/occurrence information from the Police databases and CPIC (Intelligence and Investigative Databanks), such as outstanding charges, warrants, judicial orders, Peace Bonds, Probation and Prohibition orders, Absolute (one year) and Conditional Discharge (three years), pursuant to section 730 of the Criminal Code of Canada from police databases.</p> <p><input checked="" type="checkbox"/> <b>Driving History Search</b> Ministry of Transportation Ontario (MTO) driving history search of CPIC (Ancillary Databank). This check includes driver's licence status, history of <i>Highway Traffic Act</i> convictions, licence suspensions, address history and collisions. Includes Ontario licensing only, not out of province.</p>
<p><input checked="" type="checkbox"/> <b>Level 2</b></p>	<p><input checked="" type="checkbox"/> <b>Local Police Databases Search</b> Occurrences from local police databases that did not result with a charge (e.g., police involvement including but not limited to theft, weapons, sex offences or violent, harmful and threatening behaviour). A search of local police databases for criminal charges not resulting with a conviction or finding of guilt (e.g., dispositions including, but not limited to, stayed, withdrawn, dismissed or cases of not criminally responsible by reason of mental disorder as listed on local indices).</p> <p><input checked="" type="checkbox"/> <b>Other Law Enforcement Databases Search</b> Comprehensive name search of additional police databases, (e.g., RCMP Intelligence or Military).</p>
<p><input checked="" type="checkbox"/> <b>Level 3</b></p>	<p><input checked="" type="checkbox"/> <b>Social Networking Search</b> Search of open-source Internet using the Applicant's name to identify unlawful information or illegal activity. This information will be forwarded to the hiring organization/agency requesting it.</p> <p><input checked="" type="checkbox"/> <b>Credit History Check</b> A search of the Applicant's credit history will be completed using Equifax.</p>
<p><input checked="" type="checkbox"/> <b>Level 4</b></p>	<p><input checked="" type="checkbox"/> <b>Fingerprint Search of Criminal Convictions</b> A search of criminal convictions from the RCMP National Repository of Criminal Records (Identification Databank) using Applicant's fingerprints for comparison to obtain a Certified Criminal Record Check (as per RCMP CCRTIS Policy) as name based searches are not sufficient to obtain a Certified Criminal Record Check.</p> <p><input checked="" type="checkbox"/> <b>Canadian Border Services Search</b> A search of Immigration Records held by the Canada Border Services Agency will be conducted on Applicants not born in Canada.</p> <p><input checked="" type="checkbox"/> <b>Out of Country Criminal Record Search</b> A search for a criminal record in other country(s) for Applicant who have resided outside of Canada within five years of the date of the check and remained outside of Canada for over six continuous months.</p>
<p><input checked="" type="checkbox"/> <b>Level 5</b></p>	<p><input checked="" type="checkbox"/> <b>Interview and/or Reference Check</b> This check is used where necessary to obtain further information or clarification of information received or to discuss concerns of the Applicant or references.</p>

## **Applicant Information**

- Fill out all fields as completely as you can.
- Information must include all previous last names, which may include maiden names, previous married names or name changes for adoption, etc. Do not use initials; spell out names in full.
- Include other commonly used first names, e.g., a nickname, a middle name if used rather than a first name or a Canadianized name if different from a legal name.
- Driver's licence number is only needed when the Level 1 check includes a Ministry of Transportation Ontario check.

## **Five Year Address History**

You must include any addresses where you have resided for the past five years, if different from your current address. This is used to determine which police service(s) need to be contacted for the local police records check or out of country checks. The address on the consent form must match your driver's licence, if it was used for identification purposes.

## **Purpose of Record Check**

- |                   |                                                            |
|-------------------|------------------------------------------------------------|
| Employment        | Paid work (full-time or part-time, permanent or temporary) |
| Student Placement | Cooperative placement or internship                        |
| Contractor        | Work for one specific project or task                      |
| Other             | Anything else that does not fit into the above categories  |
- Describe the position being applied for and the name of the organization/agency that requires the Security Screening Check.

## **Third Party Disclosure**

Completing this section gives the OPP permission to release the results of the Security Screening Check directly to the organization/agency identified on the consent form. All fields in this section must be filled out where applicable (the organization/agency will advise you if this section is to be filled out).

## **Release, Discharge and Consent**

This section obligates you, the Applicant, to provide true and correct information to the best of your knowledge and belief and authorize the OPP to conduct such searches necessary to obtain the information required to complete the check and disclose such information to the Applicant or requesting organization/agency indicated on the consent form.

Signing the consent form forever discharges and releases Her Majesty the Queen in Right of Ontario, the Commissioner of the OPP and all members, agents, and employees of the OPP from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by the Applicant as a result of the collection and/or disclosure or information by the OPP.

Furthermore, the Applicant waives all rights, present and future, relating to the disclosure of the information set out herein, and the Applicant understands that upon disclosure of such information, the OPP and all the aforesaid waive any responsibility for the use, application and/or dissemination of same by the Applicant, or requesting organization/agency.

## **Identification**

This section verifies that your two pieces of valid and legible identification (government issued and one must contain a photo) have been approved and authenticated by a company security officer (CSO) or authorized requestor from your employer or requesting organization/agency.

## **More Information**

Further information, including a list of acceptable forms of identification, may be found on the OPP website at [www.opp.ca/ocms/index.php?id=499](http://www.opp.ca/ocms/index.php?id=499).



Altering or tampering with this form, including any information on or attached to it that has been provided by a member of a law enforcement agency is a Criminal Code offence.  
Personal information contained on this form is collected pursuant to the *Police Services Act*, section 41 and federal and provincial privacy legislation and is collected for the purpose of processing this security screening check. Information related to these checks will be retained for two years. Questions concerning this collection should be directed to the Manager, Risk Management Section, Professional Standards Bureau by telephone at 705 329-6146.

**The Organization/Agency is to determine level of security screening check required for the applicant, based on the purpose of the record check (see below) and provided the applicant has consented to the level of the security screening check.**

Please read the attached document, **Security Screening Check – Information Sheet** for further information on what each security screening check includes.

This security screening check will include the following information as it exists on the date of the search or searches.

<b>Level 1</b>	<input checked="" type="checkbox"/> A search of criminal convictions from the Royal Canadian Mounted Police (RCMP) National Repository of Criminal Records (Identification Databank), the Canadian Police Information Centre and local police databases where applicant resides or resided for the past 5 years. <input checked="" type="checkbox"/> A search of outstanding entries from the Canadian Police Information Centre (Intelligence and Investigative Databanks), such as charges and warrants; judicial orders e.g., Peace Bonds, Probation and Prohibition orders; Absolute (1 year) and Conditional Discharges (3 years) made pursuant to section 730 of the <i>Criminal Code of Canada</i> (from local databases only). <input checked="" type="checkbox"/> Ministry of Transportation Ontario – Driver's License History (Ancillary Databank).
<b>Level 2</b>	<input checked="" type="checkbox"/> A search of local police databases for occurrences which did not result in charges (e.g., police contacts including but not limited to theft, weapons, sex offences, or violent, harmful and threatening behaviour). A search of local police databases for criminal charges that did not result in a conviction or finding of guilt (e.g., dispositions including, but not limited to, stayed, withdrawn, dismissed, and cases of not criminally responsible by reason of mental disorder as listed on local indices). <input checked="" type="checkbox"/> A search of any information or records held by all other federal or other law enforcement databases.
<b>Level 3</b>	<input checked="" type="checkbox"/> A search of social networking websites, blogs, chatrooms, email or other content. <input checked="" type="checkbox"/> A search of financial credit history.
<b>Level 4</b>	<input checked="" type="checkbox"/> Fingerprint search of criminal convictions from RCMP National Repository of Criminal Records (Identification Databank). <input checked="" type="checkbox"/> A search from Canadian Border Services. <input checked="" type="checkbox"/> Out of country criminal record search.
<b>Level 5</b>	Not applicable

Results from search levels 2 – 5 are disclosed, if appropriate, at the discretion of the Ontario Provincial Police (OPP).

**Applicant Information**

Last name  First name

Middle name(s)

Maiden name or other last name(s) used  Name commonly used or other first name(s)

Gender  Male  Female  Date of birth (yyyy/mm/dd)  Country of birth  Driver's licence number (mandatory where Level 1 check includes Ministry of Transportation Ontario check)

Address Unit/Apt. number  Street number  Street name  Province/State  Postal/Zip code  Country   
 City/Town

Telephone number (include long distance country code if outside Canada)  Email address

**Addresses for the Last Five (5) Years (if different from above, list most recent address first)**

1. Unit/Apt. number	Street number	Street name	Province/State	Postal/ZIP Code	Country	Duration (yyyy/mm)
						From <input type="text"/> To <input type="text"/>
City/Town						
						Duration (yyyy/mm)
2. Unit/Apt. number	Street number	Street name	Province/State	Postal/ZIP Code	Country	From <input type="text"/> To <input type="text"/>
City/Town						
						Duration (yyyy/mm)
3. Unit/Apt. number	Street number	Street name	Province/State	Postal/ZIP Code	Country	From <input type="text"/> To <input type="text"/>
City/Town						
						Duration (yyyy/mm)
4. Unit/Apt. number	Street number	Street name	Province/State	Postal/ZIP Code	Country	From <input type="text"/> To <input type="text"/>
City/Town						
						Duration (yyyy/mm)

Check if additional sheet is attached for more addresses

**Purpose of the Record Check**

Employment     Student placement     Contractor     Other (specify) ▶

Description of position applied for (e.g., organization/agency working for, location, area working, supervisor name and contact information)

**Third Party Disclosure**

I hereby consent to full disclosure, by the OPP to the person listed below, of all personal information about myself responsive to this security screening check. This consent includes the release of records requested. This consent is given pursuant to the *Freedom of Information and Protection of Privacy Act* section 42(b).

Last name		First name	
Title of position	Name of organization/agency		
	Ontario Provincial Police		

**Release, Discharge and Consent**

The undersigned hereby authorizes the OPP to conduct a security screening check about myself.

I hereby authorize the OPP to collect personal information about me from third parties. Specifically, I consent to full disclosure to the OPP by any police service, employer, organization, business or person to whom a signed copy of this consent or a photocopy or fax thereof is delivered, of any information, opinions, reports, records, documents or copies thereof, in any form which may be requested.

I understand that all information about me that is obtained during this security screening check may be used or disclosed by the OPP to my organization/agency, for the purpose of making a decision with respect to my security clearance or for a consistent purpose.

I acknowledge that records and/or information is obtained based on a name search and as a result may or may not pertain to me. I understand that positive identification may only be confirmed through comparison of fingerprints, which must be submitted by me. The OPP cannot be held responsible for the completeness or accuracy of information it receives from third parties.

I additionally acknowledge that the purpose of the security screening check is to allow the organization/agency requesting this check to make a determination as to whether I am eligible to perform services for the organization/agency, that this determination is made by the organization/agency, acting within its sole discretion, and that the determination is required to mitigate risk to organization/agency's personnel and property.

I hereby release and forever discharge Her Majesty the Queen in Right of Ontario, the Commissioner of the OPP and all members, agents, and employees of the OPP from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the collection and/or disclosure of information by the OPP as authorized by this security screening check. This release and discharge shall apply to and be binding on my heirs, administrators, executors and assigns.

**By signing below, I confirm I have read this form, that I am at least eighteen (18) years of age, and that I have read and I understand the contents of the Security Screening Check – Information Sheet. I understand what level of security screening check I am consenting to, what results may be generated, and I fully consent to such a security screening check being conducted.**

Form LE229 – Declaration of Criminal Record attached, if applicable

Signature of applicant \_\_\_\_\_ Date (yyyy/mm/dd) \_\_\_\_\_

I consent to a full or partial level 4 search.

**Identification (To be Checked by Organization/Agency)**

Form checked for completeness and identity of applicant has been verified

Name of organization/agency  
Ontario Provincial Police

Organization/Agency Witness

First name

Last name		Signature	
Telephone number			Date (yyyy/mm/dd)

**Police Use Only**

Date of search (yyyy/mm/dd)	Member ID	Signature	
Building access level			(OPP contractor hiring managers - see OPP Contractor Screening in Security Enquiries Unit website regarding access levels)