

SUPPLEMENTAL INFORMATION SHEET REGARDING NAME BASED CRIMINAL RECORD CHECK



The SterlingSterlingBackcheck screening process for a Name Based Criminal Record Check (CRC) consists of a name-based search of active Criminal Record History Information (CHRI) contained in the Royal Canadian Mounted Police (RCMP) National Repository of Criminal Records (the Identification Data Bank), as conducted by a police service that can access the Canadian Police Information Centre (CPIC).

This search is conducted, managed and controlled by a Canadian Police Service working in partnership with SterlingBackcheck. It is described in further detail below.

Legible copies of the informed consent form are retained by the CPIC Agency in accordance with the provisions of relevant privacy legislation, CPIC Agency retention and disposal schedule, and Section 11 of the Canadian Criminal Real Time Identification Services (CCRTIS) Dissemination of Criminal Record Information Policy.

CRIMINAL RECORD CHECK:

The Identification Data Bank within CPIC is comprised of three (3) data sets, including: 1) offender's criminal record information; 2) summary of offender's biographical and offence information; and 3) indexed summary of offender names for rapid search. CCRTIS is the only entity that is authorized to update, purge and/or modify information within the Identification Data Bank. Lawfully obtained fingerprints support each criminal record entry in the Identification Data Bank. This information is collected by virtue of Personal Information Bank (PIB) CMP PPU 030, pursuant to the Privacy Act. The description of this Personal Information Bank may be reviewed by accessing the Treasury Board publication: InfoSource.

By searching the Identification Data Bank, a Canadian police service that has partnered with SterlingBackcheck is able to provide SterlingBackcheck's clients with a Name Based Criminal Record Check which is a query based on name, date-of-birth, and declared criminal record history of active criminal files in the RCMP National Repository of Criminal Records. A Name Based Criminal Record Check is used to determine the possible existence of a criminal record and it is generally used as a preliminary search only to determine if a fingerprint-based Criminal Record Verification may be required.

In accordance with the guidelines for the Dissemination of Criminal Record Information prescribed by the Ministerial Directive Concerning the Release of Criminal record Information by the RCMP, SterlingBackcheck clients must have their candidates fully complete the "Declaration of Offences" section of the SterlingBackcheck consent forms. SterlingBackcheck clients are also asked to instruct their candidates that the following offences should not be declared in this section:

- A conviction for which the Applicant has received a record suspension (formerly termed a pardon) in accordance with the Criminal Records Act
- A conviction where the Applicant was a "young person" under the Youth Criminal Justice Act, Young Offenders Act or Juvenile Delinquents Act
- An Absolute Discharge or Conditional Discharges, pursuant to section 730 of the Criminal Code once non-disclosure provisions apply (one year after the date of conviction for an absolute discharge/three years for a conditional discharge)
- An offence for which the Applicant was not convicted
- Any provincial or municipal offence, and
- Any charges dealt with outside of Canada

A declaration deemed complete and accurate will be confirmed as such by SterlingBackcheck's police partner conducting the Name Based Criminal Record Check. A confirmed declaration may not contain all criminal record convictions. A confirmed declaration does not constitute a Certified Criminal Record by the RCMP. The CCRTIS can only issue a certified criminal record when verification has been supported by the submission of fingerprints.