

E-mail: orders@backcheck.ca

Toll Free Fax: 1-866-323-3097

Fax: 604-323-3097

Instructions for Applicant:

As part of BackCheck's due diligence we require a Notarized copy of a Government issued Photo ID before any Criminal History Check can be completed.

1. Fill out the Criminal History Check Consent Form.
2. Proceed to the nearest licensed Notary Public with this Service Order Form, Criminal History Check Consent Form and one piece of Government Photo ID.
3. Have the Notary Public verify your ID and fill out **Section 1** and **Section 2** once they have completed this they must affix their stamp or seal to the Service Order Form.

Instructions for Notary Public:

1. Please provide your contact information in **Section 1** on this page.
2. Complete the Identification Verification in **Section 2** on this page. Once completed affix your seal there.
3. Photocopy or otherwise electronically copy one piece of the candidate's government-issued photo Identification.
4. Please **FAX** the following to **BackCheck** along with this cover to one of the numbers above:
 - Criminal History Check Consent Form (1 page)
 - Photocopy of Government issued Photo ID.
5. Please **MAIL** the original copy to BackCheck at Suite 200-1311 Howe Street, Vancouver BC, V6Z 2P3. If you have any questions, please call toll free 1-866-881-2011.

Section 1. - Notary Public Contact Information:

Notary Public Name:▼	Phone:▼
Address of Business:▼	Current Date:▼

Section 2. Notary Public please complete the following:

ID Check is MANDATORY for Criminal Record Check

Please photocopy and fax 1 piece of government-issued photo ID to BackCheck along with this cover and consent form.

Candidate Name:▼

Photo ID Check (Excluding Ontario Health Card): Please <input checked="" type="checkbox"/> One▼ <input type="checkbox"/> Driver License <input type="checkbox"/> Passport <input type="checkbox"/> Other: _____	Identification Number:▼ _____
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I _____ have examined the identification of _____
Print Name of Notary Public Print Name of Candidate

and I am satisfied that the candidate and person depicted in the photo identification appear to be one and the same. Based on my examination, I verify that the names, addresses, dates of birth and gender as written by the candidate on the document entitled "Criminal Record Check Consent Form" are accurate in comparison to the identification.

Notary Public's Signature Confirming ID Check: **X**

Please affix your seal to this page as confirmation of ID check.

Payment Information: Visa MasterCard AMEX Diners Club Money Order Cheque

BackCheck will not process your application until the payment has been received in full.

I, _____ authorize BackCheck to charge my credit card on a per assignment basis a charge of \$26.25 which includes GST for completion of this Criminal History Check.

Credit Card No.: <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	Exp.: <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/>
Signature: _____	

Would you like a copy of your Criminal History Check Report? Yes (Please provide us with your mailing address) No

<small>Unit #</small>	<small>Street</small>	<small>Province</small>	<small>Country</small>	<small>Postal Code</small>
Please note that BackCheck can only release the information contained in your BackCheck report. We are unable to provide you with police certificates suitable for presentation upon demand by interested third parties.				

Please ensure printing is 100% legible E-mail: orders@backcheck.ca | Fax: 604-323-3097 | Toll Free Fax: 1-866-323-3097

Consent for Disclosure of Personal Information Canadian Criminal History Check & Vulnerable Sector Search

To ensure accuracy, you must PRINT in clear CAPITAL letters and complete this form in its entirety.

PLEASE NOTE: The following information and photocopies of identification are for identification purposes only, allowing BackCheck to accurately proceed with the assembly of criminal record information for employment purposes. BackCheck will hold all personal information confidential.

Given Name(s): ▼		Middle Name(s): ▼	
Surname: ▼			Gender: <input type="checkbox"/> Female Check One <input checked="" type="checkbox"/> Male
Maiden Name & Other names used, either past or present, including aliases and nicknames: ▼			Birth Date: (yyyy/mm/dd) ▼ 1 9
Place of Birth: ▼			
City Province Country			
Current Address: ▼			
Unit # Street # Street Name Postal Code			
Current Address Continued: ▼			
City Province Country			
Previous Address – if less than 5 years ago: ▼			
Unit # Street # Street Name Postal Code			
Previous Address Continued: ▼			
City Province Country			
Telephone: ▼		Alternate Telephone: ▼	
Ext.		Ext.	
			Skate Canada #: ▼

I certify that the information in this Disclosure for Personal Information is true and correct to the best of my ability.

Declaration of Offences	Have you been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Have you been granted a conditional discharge within the past three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Have you been granted an absolute discharge within the past year? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If Yes, please provide details on ALL convictions (if more space is needed, please attach additional pages as required):		
Offence	Date (yyyy/mm/dd)	Location	Penalty

Disclaimer: The existence of a conviction will not preclude you from consideration for employment or volunteer position with **Skate Canada**. Details of the offence are requested to enable **Skate Canada** to determine whether the offence is related to your, intended position.

Statement of Understanding and Consent

I am applying to **Skate Canada** for a professional coaching membership. Part of the screening process includes a criminal history check which searches the RCMP Canadian Police Information Centre (CPIC) database. BackCheck conducts these investigations on behalf of **Skate Canada**. I hereby consent and authorize a Canadian Police Department to search for and disclose on my behalf to BackCheck who is requesting the criminal history check on behalf of **Skate Canada** the fact that records may exist on me and are registered on the CPIC database. I acknowledge that such records may include information relating to criminal convictions under the *Criminal Code* (Canada) for which a pardon has not been granted and conditional and absolute discharges which have not been removed from the CPIC database in accordance with the *Criminal Records Act*. I authorize BackCheck to release all information obtained to **Skate Canada** and hold harmless BackCheck upon the release of this information or its findings to **Skate Canada**. I understand that failing to provide accurate information or omission of facts herein may disqualify me from consideration for employment or volunteer position with **Skate Canada**.

Furthermore, if there is a discrepancy with the information provided by myself on this form and that disclosed by a Canadian Police Department during this investigation of my criminal records history, I understand that I have the option to provide my fingerprints to resolve any discrepancy or dispute. This request is made in compliance with any applicable provincial or municipal public sector privacy legislation which allows a public body or municipality to disclose my personal information to me or my agent upon my request, and in particular in accordance with the *Nova Scotia Municipal Government Act* and the *Ontario Municipal Freedom of Information and Protection of Privacy Act*.

Candidate Signature: Authorizing Criminal History Check X	Date: (yyyy/mm/dd) ▼ 2 0
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Vulnerable Sector Searches

This section of the form is to be completed additionally by anyone applying for a position of authority and trust and is responsible for the well being of one or more children or vulnerable persons. The candidate consents to a search being made of criminal conviction records to determine if the candidate has been convicted of a sexual offence listed in the schedule to the *Criminal Records Act* and has been pardoned. I consent to a search being made in the CPIC database which is maintained by the RCMP, to find out if I have been convicted of, and been granted a pardon from, any of the sexual offences that are listed in the schedule to the *Criminal Records Act*. I understand that as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the *Criminal Records Act* in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the RCMP to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

Candidate Signature: Authorizing Vulnerable Sector Search X	Date: (yyyy/mm/dd) ▼ 2 0
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Note: Both signatures are required to authorize a Criminal History Check with a Vulnerable Sector Search.