

1. Client Contact Information:

Company: ▼ Girl Guides of Canada – Guides Du Canada	Location/Province (Mandatory): ▼	Date : (YYYY/MM/DD) ▼ / /
Hiring Manager: ▼	Phone Number: ▼	
Email Results to: ▼	Council: ▼	

2. Girl Guides of Canada Staff Verification:

Name: ▼	Signature: ▼ X
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3. Service Menu – please services requested

Name Based Canadian Criminal Record Verification (PRC) with Local Police Information

4. Girl Guides of Canada – Guides Du Canada representative please complete the following:

ID Check is MANDATORY for a Name Based Criminal Record Check

Two (2) pieces of legible identification are required:

- The first of which must be government-issued and include the applicant's name, date of birth, signature and photo (e.g. *Driver's License, Passport, Citizenship Card, Permanent Resident Card, Certificate of Indian Status*).
- The second should be government-issued, however at minimum it must include the full name of the candidate.
~ Please send legible copies of the identification to BackCheck along with this cover and consent form. ~

Candidate Name: ▼	Position Applied For: ▼	iMIS #: ▼
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ID Verification One (1):	Type: ▼	Identification Number: ▼
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ID Verification Two (2):	Type: ▼	Identification Number: ▼
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I _____ have examined the identification of _____
Print Name of Representative Print Name of Candidate
 and I am satisfied that the candidate and person depicted in the photo identification are one and the same.

Signature of GGC Rep. Confirming ID Check: X
iMIS # of Representative: ▼

Please **E-mail** or **Fax** the corresponding BackCheck consent forms to the address below, along with supporting documents:

Copy of Candidate's ID

Name: ▼

Fax: ▼	Phone Number: ▼
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Please ensure printing is 100% legible

Consent for Disclosure of Personal Information

Name Based Canadian Criminal Record Check including FIP

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 a name based criminal record check for volunteer purposes. BackCheck will hold all personal information confidential.

Given Name(s): ▼	Middle Name(s): ▼	Gender: ▼ <i>Check One</i> <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
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Surname: ▼	Maiden name: ▼
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Aliases, nicknames and any other names: ▼

Place of Birth: ▼	Date of Birth: ▼
City Province Country	yyyy / mm / dd

Current Address: ▼	From: ▼	To: ▼
Unit Number Street Number Street Name	yyyy mm dd	yyyy mm dd

Current Address Continued: ▼

Previous Address – if less than 5 years ago: ▼	From: ▼	To: ▼
Unit Number Street Number Street Name	yyyy mm dd	yyyy mm dd

Previous Address – Continued: ▼

Telephone Number: ▼	Alternative Telephone Number: ▼	Position Applied For: ▼
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I certify that the information in this Disclosure for Personal Information is true and correct to the best of my ability.

Only **adult** convictions under the *Criminal Code* or other Canadian Federal Statutes for which you **have not** received a pardon/record suspension should be disclosed. **Do not disclose:** A conviction for which you received a pardon/record suspension in accordance with the Criminal Records Act, a conviction where you were considered a 'young person' under the Youth Criminal Justice Act, Young Offenders Act, or Juvenile Delinquents Act, absolute or conditional discharges (pursuant to section 730 of the Criminal Code), an offence for which you were not convicted, any provincial or municipal offence and any charges dealt with outside of Canada.

Have you been convicted of an offence for which a pardon/record suspension has not been granted? Yes No

If you have answered **Yes** to the question above, please provide details on those criminal convictions (attach additional pages if required):

Offence	Date (yyyy/mm/dd)	Location	Penalty
	/ /		
	/ /		
	/ /		

Disclaimer: The existence of a conviction will not preclude you from consideration for a volunteer position with **Girl Guides of Canada – Guides Du Canada**. Details of the offence are requested to enable **Girl Guides of Canada – Guides Du Canada** to determine whether the offence is related to your position.

I have applied to **Girl Guides of Canada – Guides Du Canada** for a volunteer position. Part of the screening process includes a search of the National Criminal Records repository, accessed through the Canadian Police Information Centre (CPIC) database, maintained by the RCMP, using the name(s) and date of birth provided above. BackCheck will also search other police information as contained in CPIC, specifically FIP (Firearms Interest Police) Records. BackCheck conducts these investigations on behalf of **Girl Guides of Canada – Guides Du Canada**.

I hereby consent and authorize a Canadian Police Department to search for and disclose on my behalf to BackCheck who is requesting a name based Canadian criminal record check on behalf of **Girl Guides of Canada – Guides Du Canada** the fact that records may exist on me and are registered on the CPIC database. I acknowledge that these records include information relating to criminal convictions under the *Criminal Code* and other *Federal Statutes* (Canada) for which a pardon has not been granted.

I authorize BackCheck to release all information obtained to **Girl Guides of Canada – Guides Du Canada** and hold harmless BackCheck, its police partners and the RCMP upon the release of this information or its findings to **Girl Guides of Canada – Guides Du Canada**. I understand that failing to provide accurate information or omission of facts herein may disqualify me from consideration for a volunteer position with **Girl Guides of Canada – Guides Du 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 federal, 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. Also the 'Supplemental Information Sheet Regarding Name Based Criminal Record Checks & FIP' has been made available to me.

Candidate Signature: <i>Authorizing Name Based Criminal Record Check</i> X	Date: (yyyy/mm/dd) ▼ / /
GGC Representative Signature: <i>Witnessing the candidate's signature</i> X	Date: (yyyy/mm/dd) ▼ / /