



Instructions: Declaration of Criminal Record

Certified Criminal Record

- A certified Criminal Record is defined as a summary of an individual's offence convictions and non-convictions (where authorized) that are releasable in accordance with Federal laws, based on the results of a Fingerprint-based Criminal Record Verification.

Additional Instructions

- Enter name and date of birth exactly as they appear on form 6388, Consent for the Release of Police Information.
- Enter one criminal charge per line.
- Identify the date of sentence and place where the offence was committed.

Important Notices

- The confirmation of a declaration of criminal record does not constitute a Certified Criminal Record by the RCMP.
- The confirmation of a declaration of criminal record may not contain all criminal record convictions.
- This form must be completed in order to receive a copy of the adult criminal convictions and associated information from the RCMP National Repository of Criminal Records.
- A Certified Criminal Record can only be issued based on the submission of fingerprints to the RCMP National Repository of Criminal Records.
- This form must be completed if you are requesting a copy of your criminal convictions. Only the RCMP detachment where you live can provide this service.



PIB	CMP PPU 005
PIB	CMP PPU 030

Declaration of Criminal Record

This form must be completed and submitted with RCMP form 6388 - Consent for the Release of Police Information

Reference Number

Applicant

Last Name	Given Name 1	Given Name 2		
Maiden Name or Other Last Name	Gender ☐ Male ☐ Female	Date of Birth (yyyy-mm-dd)		
Current Address	City	Province	Postal Code (A9A 9A9)	

Certified Criminal Record

Note: A Certified Criminal Record can only be issued based on the submission of fingerprints to the RCMP National Repository of Criminal Records.

Declaration of Criminal Record

- Does not constitute a Certified Criminal Record by the RCMP.
- May not contain all criminal record convictions.

Declare the following information:

- All convictions for offences under federal law.

Do not declare the following information:

- Absolute Discharges (disclosed for a period of 1 year).
- Conditional Discharges (disclosed for a period of 3 years).
- Any offences while you were a "young person" (12 years old but less than 18 years old), pursuant to the *Youth Criminal Justice Act*.
- Any charges for which you were not convicted, for example, charges that were withdrawn or dismissed.
- Any provincial or municipal offences.
- Any charges dealt with outside of Canada.
- Any charge for which you received a stay of proceedings (disclosed until retention period is met).

Offence	Date of Sentence (yyyy-mm-dd)	Location

Signature

I certify that the information provided is correct to the best of my knowledge.

Signature of Applicant	Date (yyyy-mm-dd)
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Received By

Employee Name	HRMIS	Detachment Stamp or Seal
Signature	Date (yyyy-mm-dd)	