

# SELF DECLARATION

Self-declaration of a criminal record is a process where you may declare your adult criminal record convictions to the police service.

## **Self Declaration should NOT include:**

- Conviction for which a pardon has been received.
- Youth Convictions (YCJA).
- Absolute/Conditional Discharges.
- Offences where there were no convictions.
- Provincial/Municipal Offences.
- Charges dealt with outside of Canada.

In order to release criminal convictions identified through a name based query, the Police Service must be satisfied that the Applicant's declared criminal record information is a match to their registered criminal record held at the RCMP National Repository of Criminal Records. If the Service is not satisfied that your declared criminal record information is a match to a Criminal Record held at the repository, fingerprints are required.

## **Requirement for Fingerprints**

**Criminal Record:** If the police service is not satisfied that your self-declaration is a match to a criminal record held at the Criminal Record Repository, your fingerprints must be submitted to the RCMP.

**Vulnerable Sector:** If you are applying to work in a paid or volunteer position where you will be in contact with children or vulnerable persons you may be required to submit fingerprints to verify whether you have been pardoned for a sexual offence contained within the RCMP National Criminal Records Repository.