

# CRIMINAL RECORD CHECK

UPDATED: OCT-06-2015

## Information Requests

### Types of record checks

- **Criminal Record check:** This process verifies whether an individual has a criminal record and provides the applicant with the detailed information that can be legally disclosed.
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- **Vulnerable Sector (VS) check:** This process verifies whether an individual has a criminal record, as well as any record suspensions (formerly pardons) for sexual offences and local police records for information relevant to the VS check. The information that can be legally disclosed is provided to the applicant.
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- **Can people under the age of 18 apply for a Criminal Record Check?**

A young person can apply for a Criminal Record Check. However Vulnerable sector checks cannot be conducted for young persons because they are not able to obtain record suspensions (Pardon).

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## CRIMINAL RECORD CHECK PROCESS

### When applying online

To make a request for the Winnipeg Police Service to perform a Criminal Record Check for Employment or Volunteer purposes, you may apply online at:

<https://winnipegpolice.ebackgroundcheck.ca>

- 1) You may apply online by using the eBackground Check Service. You can complete and submit your application within 5 minutes - it's confidential, secure, convenient, accurate and available 24 hours a day - whenever you need it. When your Criminal Record Search Certificate is ready for pick up, you'll be automatically notified via email. \*\*

**NOTE: Status of criminal record checks can only be checked if applicant applied online. One is not able to check if they applied in-person. \*\***

- 2) You must provide **two pieces of ID**, as stated in the [Notice of Mandatory Identification Requirements](#), when you go to the Winnipeg Police Service, Public Safety Building, 151 Princess Street at William Avenue, to claim your final Criminal Record Search Certificate.

## CRIMINAL RECORD CHECK PROCESS

### When Applying in person

1. You may apply in person by attending any of the following **Service Centres**, filling out an application and providing two-pieces of ID (see [Identification Requirements](#)):

Payment must be made in Canadian Funds by:

- Postal money Order,
- Certified Cheque,
- Personal Cheque (a holding period of 12 business days applies),
- Credit Card # (MasterCard/Visa/American Express).

For payment amount, please see 2015 Fee Schedule

Service	Fee Including GST (if applicable)	
Criminal Record Search	42.50	Each
Online Criminal Record Search	\$47.75	Each
Criminal Record Search Duplicate (At time of initial search)	\$5.00	Each
Fingerprints (1 or 2 sets)	\$59.85	

**NOTE:** Police Services do not process your application while you wait. We do not provide timelines regarding specific applications. More complex Record Checks or those that require further research may be delayed. The completed Criminal Record Check will be mailed to your address.

**The Winnipeg Police Service will provide the results of a completed police criminal Record Check only to you, the applicant. This information will note convictions and outstanding charges. It is your decision to discuss the results of a Police Record Check with the agency where you want to work or volunteer.**

## Vulnerable Sector Screening

**Important:** Please give careful consideration to completing the optional Part (Consent For a Criminal Record Check and Disclosure For a Sexual Offence For Which a pardon Has Been Granted or Issued) when applying in person or online. This may be required for working or volunteering in an area where you are in contact with vulnerable people - defined as a person under 18 years of age and who, because of their age, disability, or other circumstances, whether temporary or permanent are:

1. In a position of dependence on others, or
2. Are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them

A vulnerable sector check is conducted as part of a criminal record check. It is a search of record suspended (formerly a pardon) sexual offences. The vulnerable sector check is national RCMP policy and requires applicants who have a combination of name and/or gender and/or date of birth as a pardoned/suspended sex offender to undergo fingerprinting to verify their identity. The vast majority of those fingerprinted will not have a pardoned/suspended sexual offence; however fingerprinting remains a necessity as it eliminates the possibility of an offender changing their name to circumvent a criminal record. ***This is not an accusation of criminal activity or guilt; fingerprints are used to confirm your identity only.***

**The Winnipeg Police Service can only complete a Vulnerable Sector Screening for residents of the City of Winnipeg. You must have ID that shows Winnipeg as your permanent address. If you are a non-resident of the City of Winnipeg, you must make this application to the police service that is responsible for policing in your jurisdiction.**

### **Important:**

When receiving a Criminal Record Search Certificate, ensure you see an original form with a colored validation sticker adhered to the top right-hand corner, before photocopies are taken.

The Winnipeg Police Service is not responsible for the authenticity of a Criminal Record Search Certificate not bearing a colored validation sticker displaying the Winnipeg Police Service's crest, title and a serial number.

The accuracy of the criminal record search is dependent on the information the applicant supplied (ie. all names an applicant uses)

**If you have any questions the Winnipeg Police Service Records Office can be [contacted by email](#) or by telephone at 204-986-6074. You can also go to the Public Safety Building at 151 Princess Street at William Avenue, to speak with one of our Police Records Staff. Our public hours are Monday to Thursday, 8:00 a.m. to 3:30 p.m.**

## Following is a list of WPG Police Districts and Service Centres:

<b>DOWNTOWN</b>	<b>District 1</b>   <a href="#">Map</a>	<b>Hours</b>	<b>Phone Number</b>
Public Safety Building Service Centre	151 Princess St	Open 24 hours	<b>204-986-6246</b>
<b>WEST</b>	<b>District 2</b>   <a href="#">Map</a>	<b>Hours</b>	
District 2 Service Centre	2321 Grant Avenue	8:30 a.m. - 6:30 p.m. 7 days a week *	<b>204-986-6060</b>
<b>NORTH</b>	<b>District 3</b>   <a href="#">Map</a>	<b>Hours</b>	
District 3 Service Centre	260 Hartford Ave	8:30 a.m. - 6:30 p.m. 7 days a week *	<b>204-986-6313</b>
<b>EAST</b>	<b>District 4</b>   <a href="#">Map</a>	<b>Hours</b>	
District 4 Service Centre	1750 Dugald Road	8:30 a.m. - 6:30 p.m. 7 days a week *	<b>204-986-6262</b>

## FINGERPRINTS

### How does the fingerprinting process work for Criminal Record checks?

When you apply for a Criminal Record or Vulnerable Sector (VS) check, you may be required to give the police service or an accredited fingerprinting company a copy of your fingerprints. The fingerprints are only used by the RCMP to confirm your identity. After completion of service, they are destroyed. They are not kept nor searched for other purposes.

Persons requiring fingerprints must attend to the Cashier's wicket on the main floor of the Public Safety Building (151 Princess St. Winnipeg, Manitoba) and pay the required fee.

Cashier Hours: Monday to Friday **8:00 a.m. to 3:30 p.m.** Closed on Statutory Holidays

Identification Unit Hours (For Fingerprints): Monday to Friday **8:30 a.m. to 11:00 a.m.**

Persons must then attend, with the payment receipt, to the Identification Unit on the 2nd Floor to have their fingerprints taken. Two pieces of [Identification](#) are required.

### Electronic fingerprint technology

When you need a Criminal Record check or a Vulnerable Sector check, you must submit your fingerprints electronically, which ensures more accurate Criminal Record checks and dramatically reduces the amount of time required to complete the check.

Fingerprint-based Criminal Record checks greatly reduce the risks of people being wrongly associated to a Criminal Record for someone with a similar name. It also reduces risks of error by ensuring accuracy of Criminal Record checks.

Submitting fingerprints electronically for civil purposes is easy and convenient. You simply have to visit an [accredited company](#) or a police service with an electronic submission device to have your fingerprints taken. In most cases, it is not even necessary to take rolled fingerprints with ink as we used to, you simply put your hand on the scanner and you're done!

The technology allowing electronic submission is now widely available in Canada and effective July 1, 2014, your fingerprints must be submitted electronically, using either [LiveScan](#) or [CardScan](#) technologies.

### LiveScan devices

LiveScan devices replace ink and paper with all electronic processes. Instead of putting ink on your fingers and rolling them on paper, your fingers are scanned electronically. All of the information that is required to process your application is entered onto the computer, so you don't need to fill in a form anymore.

Consent forms are displayed on a computer screen. If you approve them, instead of signing a paper document, you give consent by placing a finger on the scanner.

### CardScan devices

Some police services and companies do not have access to LiveScan devices. In these cases, they will take your fingerprints using ink and paper. You may be required to sign paper consent forms. The paper fingerprint and consent forms will be scanned and converted to electronic submissions. The submissions will then be sent for processing.