

Criminal record Checks

Do you need a criminal record check? Commissionaires Victoria offers fast, easy and convenient service. Our principal investigative tool is through the *Canadian Police Information Centre (CPIC)* which checks for a criminal record through a secure computerized information system operated by the RCMP

- The normal record check is conducted by name and date of birth only, and is not fingerprint based.
- We can provide CPIC results within 72 hours
- The CPIC checks are fast, convenient, and compliant with PIPEDA and Canadian privacy and human rights legislation.

The CPIC database is a compilation of police information and court decisions on individuals who:

- have a criminal record for any Criminal Code or other Federal Statute offence and/or
- have been judged not criminally responsible for an offence because of mental disorder and/or
- have federal and/or provincial charges pending and/or
- are on probation or subject to a Prohibition Order.

The Privacy laws of Canada, coupled with the Privacy Act in British Columbia, prohibit the release of personal information which includes a criminal record EXCEPT when a Waiver or Authorization in respect to Employee Security Clearances is signed.

How to obtain a Criminal Record Check

Visit our office to complete the application form or download it now by clicking on the [CPIC Form](#), complete it at home and bring it in:

Location: 928 Cloverdale Avenue, Victoria, BC

Hours of Operation: Monday to Friday 8:00 am to 4:00 pm
No appointment necessary

Cost: \$35.00 including GST

Method of Payment: Cash, VISA, Mastercard or Bank card.

What to Bring: Two pieces of identification. One must be government issued with both a picture and a specimen signature.

- | | |
|---------------------------|---------------------|
| - Passport | - Birth Certificate |
| - Citizenship Card | - Driver's Licence |
| - Permanent Resident Card | - BC Health Card |

If there is no record of any conviction, etc. in Canada, the form, is returned indicating there was no record. If there appears to be a criminal record because of a similar name and birth date, then your fingerprints will be required to determine if it is you.