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### Contenu archivé

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Canada

# Pardon



**Under the Criminal Records Act**

KE  
9380  
N3  
1986  
c.2



Government  
of Canada

Gouvernement  
du Canada

National  
Parole Board

Commission nationale des  
libérations conditionnelles

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**Offices of the  
National Parole Board**

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**Headquarters:** (613) 995-1308  
National Parole Board  
340 Laurier Avenue West  
Ottawa, Ontario  
K1A 0R1

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**Atlantic Region:** (506) 857-6345  
(N.B., N.S., P.E.I. & Nfld.)  
777 Main Street, 3rd Floor  
Moncton, N.B.  
E1C 1E9

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**Quebec Region:** (514) 283-5863  
Guy Favreau Complex  
West Tower, 2nd Floor  
200 Dorchester West  
Montreal, Quebec  
H2Z 1X4

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**Ontario Region:** (613) 545-8351  
86 Clarence Street  
Kingston, Ontario  
K7L 1X3

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**Prairies Region:** (306) 975-4228  
(Man., Sask., Alta. & NWT)  
229 - 4th Avenue, 6th Floor  
Saskatoon, Saskatchewan  
S7K 3X5

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**Pacific Region:** (604) 666-2121  
(B.C. and the Yukon)  
4664 Lougheed Highway, Room 230  
Burnaby, B.C.  
V5C 5T5

The **Criminal Records Act** is a means of assisting people who have been found guilty of a criminal offence and who, having satisfied the sentence imposed, have subsequently shown themselves to be responsible citizens.

Specifically, a pardon under the Act is a formal attempt to remove the stigma that so often restricts or adversely affects an individual's peace of mind, social endeavours, or career. It indicates that the applicant has successfully reintegrated into society.

A pardon is not granted automatically. A person who wishes to obtain a pardon must make an application for a pardon which will be granted only after the results of an inquiry, conducted in most cases by the Royal Canadian Mounted Police, have been carefully studied by the National Parole Board.

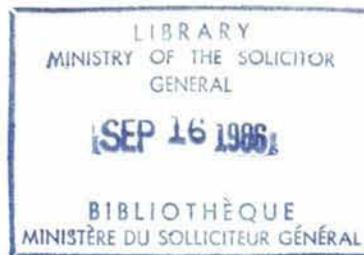
Upon completion of its inquiries, the Board recommends to the Solicitor General whether a pardon should or should not be granted, but the final decision is made by the Governor in Council (the federal Cabinet).

This procedure ensures that persons who are still involved in criminal activity will not be granted a pardon.

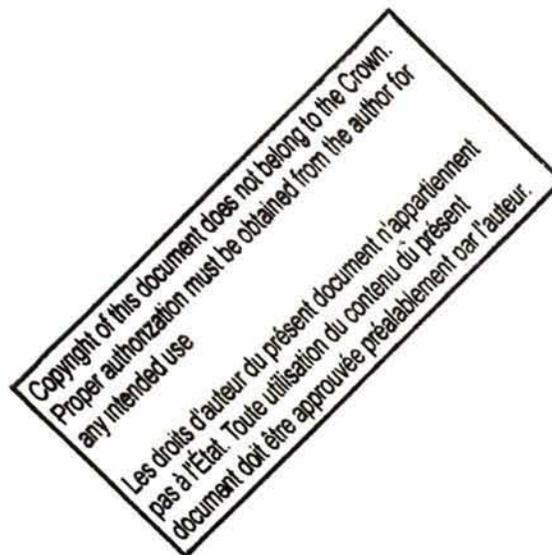
The questions and answers in this booklet relate to the various aspects of pardon.

Further information is available from:

Clemency and Pardons Section  
National Parole Board  
340 Laurier Avenue West  
Ottawa, Ontario  
K1A 0R1  
Telephone: (613) 995-1308



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# 1. What is a pardon and what are its benefits?

A pardon under the Criminal Records Act is a means of formally recognizing that an individual has been rehabilitated and reintegrated into society and therefore should once more enjoy his or her full rights as a citizen.

Once a pardon is granted, any federal agency or department that has custody of records of convictions must keep records of pardoned convictions separate and apart and may not disclose such records without the specific permission of the Solicitor General of Canada.

The Canadian Human Rights Act prohibits discrimination based on a pardoned conviction with respect to provision of services or employment by a federal agency. Further, the Criminal Records Act specifies that no application form respecting employment within the federal public service, a Crown corporation, the Canadian Forces, or any business within federal legislative authority shall contain any questions requiring the job applicant to reveal a pardoned conviction.

# 2. Who may apply for a pardon?

Anyone who has ever been convicted or found guilty of an offence under a federal act or regulation may apply. It is not necessary to be a Canadian citizen or a resident of Canada.

# 3. What are some examples of a federal act or regulation to which the Criminal Records Act could apply?

Some examples are: offences under the Criminal Code of Canada, National Defence Act, Narcotic Control Act, Food and Drugs Act, Customs Act, Excise Act, Income Tax Act, and Bankruptcy Act.

# 4. What about traffic and parking violations such as fines for parking, speeding, failing to stop for a red light, driving an unsafe vehicle?

These offences come under provincial legislation or municipal bylaws. Therefore the Criminal Records Act cannot be applied. A pardon can be considered only for breaches of federal acts or regulations.

**Please note:** Driving offences such as impaired driving, dangerous driving, etc. are breaches of the Criminal Code and **can** be considered for pardon.

# 5. If the charges against me were withdrawn or dismissed by the Court, may I apply for a pardon?

Pardon would not be required because charges that were withdrawn or dismissed are not recorded as findings of guilt or convictions.

# 6. If I was given an absolute or conditional discharge for an offence, should I apply for a pardon?

While absolute or conditional discharges are not recorded as convictions, they represent a finding of guilt and are included in your criminal record.

Therefore a pardon is necessary to have the record kept separate and apart from other criminal records.

# 7. When may I apply for a pardon?

In all cases your eligibility or waiting period is calculated from the date the complete sentence imposed was satisfied. For example: if you were fined, the waiting period is calculated from the date the fine was paid; if you were sentenced to a term of imprisonment or probation, the waiting period is calculated from the date the imprisonment or the probation was completed.

Once you have determined the date on which your sentence was satisfied, as set out in the preceding paragraph, you may calculate your eligibility as follows:

**a) If you were convicted of an offence punishable on summary conviction, in proceedings under Part XXIV of the Criminal Code\*:**

**The waiting period is two years from the date the sentence was satisfied.**

Example: You were convicted May 1, 1984 and fined \$50 for causing a disturbance. This is a summary offence. You would be eligible two years from the date your fine was paid, or May 1, 1986 (assuming you paid the fine on the date of conviction).

**b) If you were convicted of an offence under proceedings other than Part XXIV of the Criminal Code\*:**

**The waiting period is five years from the date the sentence was satisfied.**

Example: You were convicted May 1, 1982 and sentenced to one year for theft over \$200. This is an indictable offence. You would be eligible May 1, 1988, five years from the date the sentence was satisfied.

**c) If you were found guilty of an offence in proceedings under Part XXIV (summary offences) of the Criminal Code and given a conditional or absolute discharge\*:**

In the case of a conditional discharge, the waiting period is one year from the date the probation period expired. In the case of an absolute discharge, the waiting period is one year from the date the discharge was handed down.

Example: You were found guilty May 1, 1982 and given a conditional discharge with probation for one year for causing a disturbance. This is a summary offence. You would be eligible May 1, 1984, one year from the date your probationary period ended. If you had been given an absolute discharge, you would be eligible May 1, 1983.

**d) If you were found guilty of an offence that was tried under proceedings other than Part XXIV of the Criminal Code and were given a conditional or absolute discharge\*:**

In the case of a conditional discharge, the waiting period is three years from the date the probationary period ended. In the case of an absolute discharge, the waiting period is three years from the date the discharge was handed down.

Example: You were convicted May 1, 1982 and given a conditional discharge with probation for one year for theft over \$200 — an indictable offence. You would be eligible May 1, 1986, three years from the date the probationary period ended. If you had been given an absolute discharge, you would be eligible May 1, 1985, three years from the date the discharge was handed down.

\*To establish whether the offence was proceeded with as an offence punishable on summary conviction under Part XXIV of the Criminal Code or under proceedings **other than** Part XXIV of the Criminal Code, contact the clerk of the court in which the case was heard.

## **8. Is there any charge or fee involved when I make a pardon application?**

There is no charge for the processing. However, there may be a small charge levied by the courts that supply you with the certificates of conviction or other documentation.

## **9. How long does it take to obtain a pardon?**

The average processing time is six months after receipt of all required documentation from you or your representative.

## **10. What happens if I do not provide all the required documentation when applying for a pardon?**

Any incomplete application for pardon will be returned to the sender.

The Clemency and Pardons Section will, upon written request, assist you in obtaining the required documentation. However, it must be emphasized that the processing of such an application will take longer.

## **11. Is it necessary to engage a lawyer to apply for a pardon?**

No. You may engage a lawyer if you wish, but this does not speed up the application process. Should you need assistance, please call the National Parole Board. (For the office nearest you, check the list on the inside cover.)

## **12. What happens after I submit my application for pardon?**

If you are eligible, inquiries will be made to determine the merits of your application. The extent of these inquiries is generally based on the type of offence, the sentence imposed, and the time which has elapsed since the sentence was satisfied.

## **13. Are all inquiries conducted confidentially?**

Inquiries are conducted with as much discretion as possible. Persons contacted are not usually told why the investigation is being carried out. There is always the possibility, however, that this information may have to be divulged. You should clearly indicate any persons who should not be contacted during the investigation.

## **14. Who will be contacted during the investigation?**

In some cases you will be interviewed and inquiries will be conducted in your neighbourhood. The character references and previous employers listed on your application may also be contacted and, with your permission, your present employer.

## **15. Who conducts the inquiry?**

In most cases inquiries are conducted by the Royal Canadian Mounted Police on behalf of the National Parole Board. However local police and other agencies may also be asked to conduct inquiries.

## **16. What happens once the inquiry is complete?**

The case is then reviewed by the National Parole Board. If the recommendation of the Board is favourable, it is sent to the Solicitor General who in turn refers it to the Governor in Council (the federal Cabinet) for the final decision.

## **17. Will I be given a document if I am granted a pardon?**

A document confirming the pardon will be sent to you by mail in an envelope which does not identify the sender.

## **18. What happens if the recommendation is not favourable?**

You will be notified of the proposed recommendation that a pardon should not be granted in your case. You will then be given the opportunity to make any representations, in person or in writing, which you feel could change the final recommendation.

## **19. Will I be notified of the reasons for an unfavourable recommendation?**

The Board is required to give you the general substance of the information upon which it bases an unfavourable recommendation.

## **20. What happens after my representations are made?**

Your case is again reviewed and you will be notified of the final decision.

## **21. If I am denied a pardon may I reapply?**

Yes, you may reapply. However, it is suggested that you wait a reasonable length of time in order to allow the factors which caused the denial to change.

## **22. Is my record destroyed if I am granted a pardon?**

No. Any record that is in the custody of a federal agency is sealed and kept separate and apart from other criminal records. It will not be disclosed to any person without the specific approval of the Solicitor General.

## **23. If the municipal or provincial police have a record of my conviction, may they disclose it?**

The Criminal Records Act applies only to records kept by federal agencies. However, many of the provincial and municipal law enforcement agencies cooperate by restricting the disclosure of their records once a pardon has been granted.

## **24. If I am granted a pardon, may I answer "no" when asked if I have a criminal record or if I have ever been convicted or found guilty of a criminal offence?**

A pardon does not erase the fact that you were found guilty of an offence; it is evidence that the offence should no longer reflect adversely on your character and means any disqualification as a result of that offence should be removed. You may wish to tell anyone who inquires that you have a pardon for an offence that took place some time ago, and that you were subject to an investigation to make sure you deserved a pardon.

In addition, if you have received a pardon for a criminal offence, you are protected by the Canadian Human Rights Act against discrimination in employment and in many other areas of life. This protection extends to all activities under federal jurisdiction. For example, applications for employment in a federally-regulated area are not permitted to contain a question that forces you to reveal a conviction or a finding of guilt for which you have been granted a pardon.

## **25. Can a pardon be revoked?**

Yes, a pardon can be revoked if you are convicted or found guilty of a further offence under a federal act or regulation, or for behaviour which suggests that you are no longer of good conduct. A pardon can also be revoked if it is learned that you knowingly made a false statement on your application, or knowingly concealed information in relation to your application.

Once a pardon is revoked, any disqualifications will again be in effect, the records of pardoned convictions will again be stored with all other records of conviction, and the protection of the Canadian Human Rights Act with respect to pardoned convictions will be removed.

## **26. If I am granted a pardon will I be able to enter other countries?**

Entry into any country is governed by that country's policy and a pardon does not guarantee either entry or visa privileges. A pardon may, however, be helpful in obtaining them. Should you require further information, we suggest that you contact the embassy or consulate of the country concerned.

## **27. What happens to the information I provide concerning my application for pardon?**

The information you provide is collected for the purpose of processing your request for a pardon and will be stored in personal information bank number NPB/P-PU-010. This information, and information that is obtained during the investigation, is protected under the Privacy Act and is accessible to you.

# Criminal Records Act

## CHAPTER 12

### (1<sup>st</sup> Supp.)

An Act to provide for the relief of persons who have been convicted of offences and have subsequently rehabilitated themselves [1969-70, c.40]

	Short title
Short Title	1. This Act may be cited as the <i>Criminal Records Act</i> .
	Interpretation
Definitions	2. (1) In this Act
"Commissioner"	"Board" means the National Parole Board;
"minister"	"Commissioner" means the Commissioner of the Royal Canadian Mounted Police;
"pardon"	"Minister" means the Solicitor General of Canada;
"period of probation"	"pardon" means a pardon granted by the Governor in Council under subsection 4 (5);
	"period of probation" means a period during which a person convicted of an offence was directed by the court that convicted him to be released upon his own recognizance to keep the peace and be of good behaviour, or to be released upon or comply with the conditions prescribed in a probation order, which period shall be deemed to have terminated at the time the recognizance or the probation order, as the case may be, ceased to be in force.
Absolute and conditional discharge	(2) This Act applies to a person who has been granted an absolute or conditional discharge under section 662.1 of the <i>Criminal Code</i> as if he had been convicted of the offence in respect of which the discharge was granted except that where the discharge was granted in respect of an offence punishable on summary conviction in proceedings under Part XXIV of the <i>Criminal Code</i> , the inquiries referred to in subsection 4(2) may be made if one year has elapsed from (a) the date on which the discharge was granted, in the case of an absolute discharge, and (b) the date of termination of the period of probation in the case of a conditional discharge, and where the discharge was granted in respect of any other offence or in proceedings other than proceedings under Part XXIV of the <i>Criminal Code</i> , the inquiries referred to in subsection 4(2) may be made if three years have elapsed from whichever of the dates referred to in paragraphs (a) and (b) is appropriate.
Extended meaning of "conviction" and "convicted"	(3) The terms "conviction" and "convicted", where they appear throughout this Act, shall be read so as to give effect to subsection (2). Am., 1972, c. 13, s. 72.
	Application for Pardon
Application for pardon	3. A person who has been convicted of an offence under an Act of the Parliament of Canada or a regulation made thereunder may make application for a pardon in respect of that offence.

	Procedure
Making of application	4. (1) An application for a pardon shall be made to the Minister, who shall refer it to the Board.
Inquiries by Board	(2) The Board shall cause proper inquiries to be made in order to ascertain the behaviour of the applicant since the date of his conviction, but such inquiries shall not be made. (a) where the applicant was convicted of an offence punishable on summary conviction in proceedings under Part XXIV of the <i>Criminal Code</i> , until, in the case of the imposition on the applicant of (i) a sentence of imprisonment, (ii) a period of probation, or (iii) a fine, two years have elapsed since the termination of the sentence of imprisonment, the termination of the period of probation or the payment of the fine, as the case may be, or in the case of the imposition on the applicant of (iv) a period of probation in addition to a sentence of imprisonment, (v) a period of probation in addition to a fine, or (vi) a fine in addition to a sentence of imprisonment, two years have elapsed since the later of the termination of the sentence of imprisonment, the termination of the period of probation or the payment of the fine, as the case may be; or (b) in any other case, until five years have elapsed since the date from which the two year period provided in paragraph (a) would have been computed, if that paragraph had been applicable to the applicant.
Calculation of period of sentence	(3) For the purposes of this section, in calculating the period of any sentence of imprisonment imposed on an applicant there shall be included, in addition to any time spent by him in custody pursuant to that sentence, any period of statutory remission granted to him in respect thereof.
Report by Board	(4) Upon completion of its inquiries, the Board shall report the result thereof to the Minister with its recommendation as to whether a pardon should be granted but, if the Board proposes to recommend that a pardon should not be granted, it shall, before making such a recommendation, forthwith so notify the applicant and advise him that he is entitled to make any representations to the Board that he believes relevant; and the Board shall consider any oral or written representations made to it by or on behalf of the applicant within a reasonable time after any such notice is given and before making a report under this subsection.
Grant of pardon	(5) Upon receipt of a recommendation from the Board that a pardon should be granted, the Minister shall refer the recommendation to the Governor in Council who may grant the pardon which shall be in the form set out in the schedule.
	Effect of Grant of Pardon
Effect of grant	5. The grant of a pardon (a) is evidence of the fact that the Board, after making proper inquiries, was satisfied that an applicant was of good behaviour and that the conviction in respect of which the pardon is granted should no longer reflect adversely on his character, and

(b) unless the pardon is subsequently revoked, vacates the conviction in respect of which it is granted and, without restricting the generality of the foregoing, removes any disqualification to which the person so convicted is, by reason of such conviction, subject by virtue of any Act of the Parliament of Canada or a regulation made thereunder.

**Saving provision**

9. Nothing in this Act in any manner limits or affects the provisions of the *Criminal Code*, or of the Letters Patent Constituting the Office of Governor General of Canada, relating to pardons, except that sections 6 and 8 apply in respect of any pardon granted either before or after the commencement of this Act pursuant to any authority conferred by those provisions.

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**Custody of Records**

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**Order respecting custody of records**

6. (1) The Minister may by order in writing addressed to any person having the custody or control of any judicial record of a conviction in respect of which a pardon has been granted, require that person to deliver such record into the custody of the Commissioner.

**Records to be kept separate and not to be disclosed**

(2) Any record of a conviction in respect of which a pardon has been granted that is in the custody of the Commissioner or of any department or agency of the Government of Canada shall be kept separate and apart from other criminal records, and no such record shall be disclosed to any person, nor shall the existence of the record or the fact of the conviction be disclosed to any person, without the prior approval of the Minister who shall, before granting such approval, satisfy himself that the disclosure is desirable in the interests of the administration of justice or for any purpose related to the safety or security of Canada or any state allied or associated with Canada.

**Punishment**

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**Offences**

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10. Any person who violates any provision of this Act is guilty of an offence punishable on summary conviction.

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**Revocation**

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**Revocation of pardon**

7. A pardon may be revoked by the Governor in Council

(a) if the person to whom it is granted is subsequently convicted of a further offence under an Act of the Parliament of Canada or a regulation made thereunder; or

(b) upon evidence establishing to the satisfaction of the Governor in Council

(i) that the person to whom it was granted is no longer of good conduct, or

(ii) that such person knowingly made a false or deceptive statement in relation to his application for the pardon, or knowingly concealed some material particular in relation to such application.

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**General**

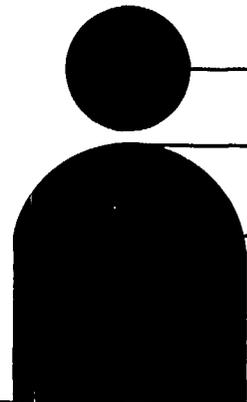
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**Applications for employment**

8. No application form for or relating to (a) employment in any department as defined in section 2 of the *Financial Administration Act*, (b) employment by any Crown corporation as defined in Part VIII of the *Financial Administration Act*, (c) enrolment in the Canadian Forces, or (d) enrolment upon or in connection with the operation of any work, undertaking or business that is within the legislative authority of the Parliament of Canada,

shall contain any question that by its terms requires the applicant to disclose a conviction in respect of which he has been granted a pardon that has not been revoked.

# Pardon Application Instructions



*Please read the PARDON booklet  
before proceeding.*



Government  
of Canada

Gouvernement  
du Canada

National  
Parole Board

Commission nationale des  
libérations conditionnelles

## GENERAL INFORMATION

### WHEN APPLYING FOR A PARDON, YOU MUST:

1. provide a copy of your CRIMINAL RECORD obtained from the RCMP Identification Services, or certification from the RCMP that it does not have a record;
2. provide a copy of the COURT DOCUMENT(S) for each offence for which you were convicted or found guilty
  - a) if less than 5 years have elapsed since the sentence was satisfied;
  - b) if the RCMP Identification Services do not have a record;
3. provide a copy of your MILITARY CONDUCT SHEET if you are or have been a member of the Canadian Forces,
4. submit a completed and signed APPLICATION FOR PARDON form.

**YOUR APPLICATION CANNOT BE PROCESSED UNLESS ALL THE ABOVE REQUIREMENTS HAVE BEEN MET. ANY INCOMPLETE APPLICATION WILL BE RETURNED TO THE SENDER.** The Clemency and Pardons Section will, upon written request, assist you in obtaining the required documentation. However, it must be emphasized that the processing of such an application will take longer.

#### SEND COMPLETED APPLICATION KIT TO:

Clemency and Pardons Section  
National Parole Board  
340 Laurier Avenue West  
Ottawa, Ontario  
K1A 0R1

N.B. Please send original documents. Keep a photocopy of all the documentation for your files.

## INSTRUCTIONS

### How to obtain your CRIMINAL RECORD (blue form):

Complete the enclosed REQUEST FOR CRIMINAL RECORD form and send it to the following address in the envelope provided:

The Commissioner  
Royal Canadian Mounted Police  
P.O. Box 8885  
Ottawa, Ontario  
K1G 3M8

You are required to provide the RCMP with two prints of your right thumb (see REQUEST FOR CRIMINAL RECORD form).

This procedure is necessary to verify the identity of each person requesting a criminal record. **The thumbprints will be sealed with your record in the event that a pardon is granted.**

The REQUEST FOR CRIMINAL RECORD form, which will be returned to you by the RCMP, must accompany your application for pardon kit.

### How to obtain COURT DOCUMENT(S) (yellow form).

You must provide court documents for:

#### 1. Offences appearing on your criminal record if less than 5 years have elapsed since the sentence was satisfied.

Upon receipt of your criminal record from the RCMP Identification Services, write to the clerk of the court in which the case was heard. You will have the necessary details to:

- a) provide the court with the following information for each offence:

- offence
- place of sentence
- date of sentence
- disposition
- name of the judge and/or case number, if known; and

- b) request the following for each offence:

- copy of the information, certificate of conviction or other documentation confirming the offence and disposition;
- method of trial, whether by summary conviction (Part XXIV of the Criminal Code), or by indictment;
- date on which the fine imposed was paid in full (if applicable);
- court reference or identification number.

#### 2. Offences not appearing on your criminal record.

Your criminal record from the RCMP may not contain all your offences, i.e. offences for which you were not fingerprinted. These offences must be substantiated to ensure that all your records are sealed.

Should you already have the necessary details required to obtain the court documents, proceed with sections 1 a) and b) above.

If you do not have sufficient information to obtain the court documents, contact the arresting police force for further details of your offence(s) and then write to the clerk of the court.

**N.B. Should the court not have any of the information required, be sure to obtain a letter to this effect from the clerk of the court and forward it with your application kit.**

For your convenience, we have enclosed a REQUEST FOR COURT INFORMATION form.

### How to obtain a copy of your MILITARY CONDUCT SHEET (green form):

#### 1. Present members

Request a certified copy of your military conduct sheet from your present Commanding Officer.

#### 2. Former members

Request a copy of your military conduct sheet using the enclosed REQUEST FOR MILITARY CONDUCT SHEET form:

- a) IF RELEASED WITHIN THE PAST YEAR

forward the completed form to

Director  
Personnel Administration  
National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

- b) IF RELEASED MORE THAN A YEAR AGO

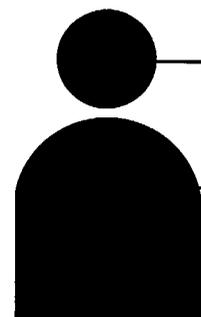
forward the completed form to

Director  
National Personnel Records Centre  
Public Archives Canada  
Tunney's Pasture  
Ottawa, Ontario  
K1A 0N3

#### RESERVE FORCE

If you were released from the reserve force **within the past three years**, please request your conduct sheet from the Commanding Officer of your last unit.

If you were released from the reserve force **over three years ago**, complete the REQUEST FOR MILITARY CONDUCT SHEET form and forward it to the address shown in section 2 b) above.



# CLERK OF THE COURT REQUEST FOR INFORMATION

Address of Court:

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This request refers to an **Application for Pardon** under the Criminal Records Act in the name of

\_\_\_\_\_

In order for the National Parole Board to verify the offence, its disposition, and the eligibility date for pardon consideration, would you kindly forward the following documents to the address indicated below:

1. A copy of the information, certificate of conviction or other documentation confirming the offence.
2. Method of trial, whether by summary conviction (*Part XXIV of the Criminal Code*) or by indictment.
3. If applicable, the date on which the fine was paid in full.
4. The court reference or identification number.

**IF ANY OF THE ABOVE IS NOT AVAILABLE, PLEASE CONFIRM IN WRITING.**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name used when sentenced: (*if different from above*) \_\_\_\_\_

Offence \_\_\_\_\_ Date of Sentence \_\_\_\_\_

Place of Sentence \_\_\_\_\_ Disposition \_\_\_\_\_

Other related information: \_\_\_\_\_

Thank you for your cooperation

Yours truly,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## MAILING ADDRESS

_____ Name of Applicant or representative		
_____ No.	_____ Street	_____ Apt.
_____ City	_____ Province	_____ Postal Code

# REQUEST FOR CRIMINAL RECORD

(for the purpose of an Application for Pardon)

All questions MUST be answered. Please print clearly or type

NPB 301-A(2-86)

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms.	Last or family name	Given names	Name at birth
	Name under which convicted Same <input type="checkbox"/> or _____		Driver's licence No.

Mailing address ( <i>print clearly</i> ) <b>All correspondence will be sent to this address.</b>	Area Code	Telephone No.
<input type="checkbox"/> Home: (____) _____ <input type="checkbox"/> Business: (____) _____		
Name _____	Date and place of birth	
Number _____ Street name _____ Apt. _____	Date	Month Year
City _____ Province _____ Postal Code _____	_____	_____
	Country _____	

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS ON HOW TO TAKE THUMBPRINTS

**Please read carefully**

- a. Hold the strip by the un-inked edges, separate into two sheets, being careful not to get ink on your clothes.
- b. Place sheet of ink strip ink-side up on table.
- c. Using light pressure, place your RIGHT thumb on the ink strip being careful not to twist it.
- d. Holding this form with your left hand and using the same pressure, place your right thumb in the space provided below. Again be careful not to twist your thumb.
- e. TAKE TWO IMPRESSIONS OF THE SAME THUMB. Make sure you do not use the same place on the ink strip. Both sheets of the ink strip can be used.

NOTE: If for some reason you cannot use your right thumb, please indicate which finger you used.

(français au verso)

<b>Right Thumb</b>

<b>Right Thumb</b>

<b>for R.C.M.P. use</b>  <b>Certified to</b>  F.P.S. _____  _____ <b>Technician's Signature</b>
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# REQUEST FOR MILITARY CONDUCT SHEET

\* This form applies only to **former members** of the Canadian Forces or the Reserve Force.

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Please Print Clearly or Type

Surname or family name

Given names in full

\_\_\_\_\_  
Name at the time of service  
(if different from above)

Date of Birth  
Day Month Year

Social Insurance Number

Military Identification Number  
(If applicable)

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\_\_\_\_\_

Branch of service (please check)

Army     Navy     Air Force     Reserve

Duration of service

From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Mailing Address

\_\_\_\_\_  
Name of Applicant or Representative

\_\_\_\_\_  
No.

Street

Apt.

\_\_\_\_\_  
City

Province

Postal Code

