



Criminal Record and Judicial Matters Check – Process Guidelines

1. Individuals applying for a Certificate of Registration who apply on or after November 1, 2018 must submit a criminal record and judicial matters check.
2. These records can be obtained from your local police station. Please note that there are three types of police record checks in Ontario. Applicants are required to provide a criminal record and judicial matters check.
3. Applicants who are unable to obtain a criminal record and judicial matters check because they reside outside of the province of Ontario, must provide a police record check containing information as indicated in Column 3 (criminal record and judicial matters check) of the [Schedule to the Police Record Reform Act, 2015](#).
4. The report must be dated no more than 6 months before the date of application.
5. The report must include all information as indicated in Column 3 (criminal record and judicial matters check) of the [Schedule to the Police Record Reform Act, 2015](#).
6. The name and date of birth on the report must match the name that appears on the application for a Certificate of Registration.
7. The report must indicate that a search was completed on all names the applicant is currently using or has used.
8. Online background checks by commercial vendors are not acceptable.
9. If the report indicates a finding of guilt, court order, and/or outstanding charge or warrant to arrest, applicants may be required to submit sufficient documentation regarding the finding(s) of guilt, court order(s), and/or outstanding charge(s) or warrant(s) to arrest to facilitate an assessment of the report by the Registration Committee.
10. The application may be referred to the Registration Committee, please see Referral of a Registration Application to the Registration Committee Policy for more information.

11. If an applicant foresees that his/her application may be referred, including sufficient documentation which addresses the reason for the potential referral with his/her application will reduce the wait time of a decision being rendered by the Registration Committee.

12. Sufficient documentation may include, but is not limited to:
 - a. Court transcripts and proceedings, particularly criminal finding and sentencing
 - b. Decisions and reasons for civil court orders
 - c. Transcripts
 - d. Parole Officer's report
 - e. Probation Officer's report
 - f. The circumstances of the finding(s) of guilt, court order(s) and/or outstanding charge(s) or warrant(s) to arrest and particulars of any offence(s)
 - g. Efforts made at rehabilitation, likelihood of recurrences, and accomplishments since the offence
 - h. Length of time since the offence(s) occurred