

File D-2330

## Criminal Information Request Form (CIR)

1. State the reason for your request.
2. Applicants must apply **in person** to the Police Service in their own municipality to obtain a criminal background check. Criminal checks provided by any online service, such as “mybackgroundcheck.com” will not be accepted.
3. The search has to include **any criminal convictions and criminal charges pending or outstanding. The Vulnerable Sector Check must be completed.** You must indicate ‘Yes’ where the application asks if you will be dealing with the Vulnerable Sector (the elderly, disadvantaged or children).
4. The CIR should indicate the class of driver’s licence currently held by the applicant.
5. **Two pieces of identification are required.** Ideally, one should be a birth certificate and the other should be a form of photo identification (i.e. a driver’s licence). Social Insurance cards and/or Ontario Health cards are not accepted as identification.
6. **An administration fee will apply.** Contact the Police Services Branch for fee information.
7. Allow time for processing. The CIR may be picked up at the Police station you applied at or you can have it mailed directly to you.
8. **The CIR must be received by Licensing within 30 days from the date of search to be valid.**

If you need further information, please contact our office at the address noted below or call our office at (905) 436-3311 ext. 2428.