



Background Check Instructions for CANADA

First Name _____ Last Name _____

Member Number _____

Please read the step by step instructions below and complete all components. Once all steps have been completed, please email a scanned copy to youthleader@kofc.org or mail to:

Knights of Columbus
Attn: Office of Youth Protection- Canada
1 Columbus Plaza
New Haven, CT 06510

If you have any questions regarding the Safe Environment policy adopted by the Knights of Columbus or why you are being asked to complete a background check, please call the Safe Environment Member Helpline at 203-800-4940

Praesidium’s Canadian Police Information Centre (CPIC) criminal checks are facilitated in-country by a partner screening firm as identified on the CPIC Consent to Disclosure of Personal Information.

Step	Document/Page/Instructions	Complete
1.	Review and Complete Authorization for a Background Check (page 2)	<input type="checkbox"/>
2.	Consent and Disclosure of Personal Information (page 3) <ul style="list-style-type: none"> ○ Provide all information requested but do not fill out the final section related to witnessing your ID ○ Show the 2 pieces of ID that you plan to use to satisfy step 4 to another Knights of Columbus member then have them sign and witness the bottom of the document. ○ Your witness is not responsible for verifying the validity of your ID, he/she is simply checking that the photo ID appears to be you and that the demographic information you have provided matches the demographic information on your ID 	<input type="checkbox"/>
3.	Declaration of Criminal Record (page 4) <ul style="list-style-type: none"> ○ Complete the form and return with packet 	<input type="checkbox"/>
4.	Two Forms of Identification (page 5) <ul style="list-style-type: none"> ○ Provide legible copies of ID 	<input type="checkbox"/>

If you have any questions regarding the required documents, please contact Praesidium at 800-743-6354 or bgcheckservice@praesidiuminc.com

Authorization Form

I hereby authorize Praesidium Inc., and/or its affiliates and agents to make an independent investigation of my background and criminal record history which may be in any state or local files; including those maintained by both public and private organizations, and all public records, for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment. This authorization and consent shall be valid in original, fax, or copy form.

I understand that Praesidium’s systems and databases are maintained in the United States; therefore, my personal identifiable information will be collected and maintained in the United States. Once my information is entered into Praesidium systems, it will be treated as confidential and protected through a variety of generally accepted industry standards.

If employment is denied in whole or in part because of information obtained by the above-named company, I have the right to make a written request within a reasonable period of time to receive information about the nature and scope of the investigation.

I release the above-named company and/or its agents and any person or entity that provides information pursuant to this authorization, from any and all liabilities, claims or lawsuits in regard to the information obtained from any and all of the above referenced sources used.

I, the undersigned applicant, do hereby certify that the information provided by me for the purpose of employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements will be considered as a cause for possible dismissal.

Signature: _____ Date: _____

Print Name: _____

Prior Name(s)
(if applicable): _____

Current
Address: _____

Declaration of Criminal Record

This form is required to be filled and attached to your Informed Consent Form for a Criminal Record Verification.

Surname (last name) _____ Given name(s) _____ Date of Birth: _____
YYYY-MM-DD

Information is collected and disclosed in accordance with federal, provincial and municipal laws.

A Declaration of Criminal Record does not constitute a Certified Criminal Record by the RCMP and may not contain all criminal record convictions.

Applicants must declare all convictions for offences under Canadian federal law.

Do not declare the following:

- A conviction for which you have received a Record Suspension (formerly pardon) in accordance with the *Criminal Records Act*;
- A conviction where you were a “young person” under the *Youth Criminal Justice Act*;
- An Absolute or Conditional Discharge, pursuant to section 730 of the *Criminal Code*;
- An offence for which you were not convicted;
- Any provincial or municipal offence, and;
- Any charges dealt with outside of Canada.

Note that a Certified Criminal Record can only be issued based on the submission of fingerprints to the RCMP National Repository of Criminal Records.

Offence	Date of Sentence	Court Location

Signature of Applicant

Date (YYYY-MM-DD)

Verified By:

Name of Police Agency Employee

Signature of Police Agency Employee

Two (2) pieces of identification are required to submit your background check request. Both pieces must reflect the same name. Text on all IDs must be legible and photographs should be clear. High resolution scans are ideal but close up camera phone pictures are a good alternative.

One piece of ID must include a photo and be one of the following:

- Canadian Driver's License
- Foreign Driver's License
- Passport
- Canadian Citizenship Card
- Permanent Resident Card
- Federal, Provincial, or Municipal Identification Card
- Military Family Card

One supplementary ID must also be provided; it can be a second ID from the list above, or one of the following:

- Student ID
- Birth Certificate
- Baptismal Certificate
- Age of Majority Card
- Hunting/Fishing License