



Removal of Fingerprints Request National Repository of Criminal Records

Deliver to: Halton Regional Police Service
2485 North Service Road West, Oakville, Ontario L6M 3H8
Attention: Information and Records Services

APPLICATIONS RECEIVED FROM THIRD PARTY COMPANIES REQUIRE A SIGNED AUTHORIZATION FROM THE CLIENT. RESULTS WILL BE RETURNED TO THE CLIENT ONLY.

To Whom It May Concern:

Please be advised I would like my fingerprints and photographs returned from the National Repository of Criminal Records for the following offence(s). I acknowledge that I will be notified in writing to the address provided below when the process has been completed. I understand that this process can take up to ONE YEAR.

Last

First

Middle

Street Address

City

Province

Postal Code

Date of Birth | *dd/mmm/yyyy* _____ **Telephone #** _____

Final Court Date	Court Location	Offence

Section A The above offence(s) disposition was | Check all that apply

Peace Bond Stayed Unknown

For which I understand a \$33.90 processing fee applies.

NOTE Please enclose cheque payable to the Halton Regional Police Service at the time of application. If it is found that the offence(s) were such that a fee would apply and payment was not submitted, you will be notified and the process will be stopped until the payment has been received

Section B The offence disposition was | Check all that apply

Absolute Discharge Conditional Discharge Diversion

Not Guilty Withdrawn Dismissed

If only dispositions in this area are checked, I understand there is no fee.

Signature

Date

Instructions – Removal of Fingerprints

Halton Regional Police Service Headquarters
2485 North Service Road, Oakville, Ontario L6M 3H8

Individuals with any *Outstanding Charges* must wait for Disposition. Individuals with *Previous Convictions* must apply for a Record Suspension (previously Pardon).

Individuals subject to a *Firearms Prohibition* must wait until the Order expires before applying.

Applicant Information

1. Include full name: last, first and middle. Also include any other name you may have been processed under.
2. Complete mailing address and telephone numbers. If you should move during the process, please advise of this change to ensure you receive the confirmation letter.
3. It is MANDATORY to include your birthday, day, month and year.
4. Sign and mail the completed application to the address at the top of the form or you can hand deliver the form to: 2485 North Service Road, Oakville. Attention: Information and Records Services.

Court Information

1. Complete the final court date. Provide year, month and day. The day the judgement was delivered.
2. Complete court location, which court you attended. e.g. Burlington, Milton or Oakville.
3. Complete the offence you were charged with.

Disposition

Section A

1. Check off the appropriate disposition.
2. Please be sure to include the \$33.90 processing fee for anything indicated in this section. The process will be stopped until payment is received.

Section B

1. Check the appropriate disposition – select only one.
2. In the event that two boxes are required to be checked off, an example may be: An assault charge with the disposition Withdrawn with a 12 month Peace Bond, both Withdrawn and Peace Bond should be checked off and the fee would apply.

Eligibility for Destruction

Absolute Discharge	1 year waiting period from disposition date
Conditional Discharge	3 year waiting period from disposition date
Peace Bond	Must be expired
Stayed	1 year waiting period from disposition date