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**To: All CARCO Clients**  
**From: CARCO Group, Inc.**  
**Date: February 15, 2010**  
**Re: Process Change for Canadian Searches in Alberta and Saskatchewan**

Effective immediately, in order to obtain a criminal record search in Alberta or Saskatchewan Canada, please complete the following steps:

- Applicant must complete and sign the Police consent/disclosure form
- The Employer must view a document that contains a photo id of the applicant to verify identity of the applicant.
- The Employer must sign on the line "Signature of Representative Witnessing Applicant's Id". In addition, the employer must list the type of Id that was viewed.
- A clean clear copy of the type of photo Id document must be returned to CARCO along with the signed (by applicant and employer) Police consent/disclosure form.
- A clean copy of another form of Id that confirms subject's name and date of birth does not need to be a photo Id. Birth Certificate, Blood Donor Card, Baptismal Certificate, Nexus (easy access card to cross Canadian border).

If you have any questions, please feel free to call your CARCO Group, Inc. customer service representative.

# POLICE CONSENT TO DISCLOSURE OF PERSONAL INFORMATION

(PLEASE PRINT CLEARLY) (To be completed by applicant)

Surname (Provide previous name(s) prior to application if applicable)		Sex	First Name	Second Name
Maiden Name or Other Surnames Used (if applicable)			Place of Birth (If other than Canada, please also note date of entry into Canada)	
Date of Birth	Phone #	Drivers Licence Number		
Y   Y-M   M-D   D	(     )     -	-         -		

Number	Street	Apt/Unit	City / Province / Country	Postal Code
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Provide previous addresses if you did not reside at the above address for more than five years

Number	Street	Apt/Unit	City / Province / Country	Postal Code
Number	Street	Apt/Unit	City / Province / Country	Postal Code

Note: Information is Collected and Disclosed According to Section 29(1) & 32 of the MFIPPA

## SEARCH AUTHORIZATION

I HEREBY CONSENT TO THE SEARCH OF: Criminal Record (Adult)

## RELEASE AUTHORIZATION AND WAIVER

Authorization to Release Clearance Report or any Police Information.

I certify that the information set out by me in this application is true and correct to the best of my ability. I consent to the release of a Criminal Record or any Criminal Information to Terence Keen & Associates.

I hereby release and forever discharge all members and employees of the processing Police Service from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of Information by the processing Police Service to Terence Keen & Associates.

\_\_\_\_\_  
(Signature of Applicant)

Signed this \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_

Note: The presence of information does not necessarily mean the applicant will be disqualified from the position by the organization.

## ORGANIZATION REQUESTING SEARCH

Investigative Power / Terry Keen & Associates

\_\_\_\_\_  
Signature of Representative Witnessing Applicant's ID

\_\_\_\_\_  
Type of ID Viewed (DL, SIN, Health Card, etc.)