



Name of Student: \_\_\_\_\_

COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

# DECLARATION CONCERNING A JUDICIAL RECORD VOLUNTEERS 2018-2019

The legislative provisions concerning judicial records in the *Education Act* refer to the following elements of a judicial record:

- any conviction for a criminal or penal offence committed in Canada or elsewhere, unless a pardon has been obtained for that offence
- any charge still pending for a criminal or penal offence committed in Canada or elsewhere
- any court order outstanding against the applicant in Canada or elsewhere

## DEFINITIONS AND INFORMATION

### *Criminal offence*

An offence created by a federal law to impose a sanction for grave misconduct that infringes the fundamental values of society. Laws that define criminal offences include the *Criminal Code*, and the *Controlled Drugs and Substances Act*.

### *Penal offence*

An offence created by a federal or provincial law to impose a sanction for a particular type of conduct. For example, the Employment Insurance Act and the Canadian Environmental Protection Act include penal offences created by a federal law; the Highway Safety code and the Youth Protection Act included penal offences created by a provincial law. A penal offence may also lead to a sanction imposed by municipal authorities (e.g. for an offence covered by a city by-law).

### *Charge still pending*

A charge that has been laid in a case where the judicial or administrative court has not yet rendered a decision.

### *Court order*

A decision by a judge requiring a person to respect certain conditions, such as a surety under section 810 of the *Criminal Code*, a probation order, an order of prohibition to drive or to possess firearms, a restitution order or an order

prohibiting a person from contacting persons under age 14 or being in a place where such persons are likely to be encountered. This list is not comprehensive. Under the *Criminal Code*, a discharge is considered a court order.

### *Conviction for an offence for which a pardon has been obtained*

An offence for which a pardon has been obtained need not be mentioned. Information on applications for a pardon can be obtained from the National Parole Board Web site at <http://www.npb-cnrc.gc.ca>.

### *Other information*

The Education Act (R.S.Q., Chapter I-13.3), which, among other things, makes the declaration concerning a judicial record compulsory, can be viewed on the Publications du Québec Web site at <http://www.publicationsduquebec.gouv.qc.ca>

### *For more information, please contact :*

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COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

Name of Child: \_\_\_\_\_

## DECLARATION CONCERNING A JUDICIAL RECORD (VOLUNTEERS)

### PLEASE COMPLETE THIS DECLARATION LEGIBLY USING BLOCK LETTERS

Please note that the result of the verification is the property of the School Board and that no copies will be made available

Check off the following:

Volunteer\* at

\_\_\_\_\_ Name of school

\* **Note:** If you are an employee of the school board but volunteer at your child (rens) school, please provide your employee number in this space: \_\_\_\_\_. Thank you

This person has been identified by two (2) of the following: (A copy is also to be remitted to the school board.)

**Internal Use**  
Initial of School Board  
Employee

Driver's license: <input type="checkbox"/>	License number: _____	_____
Medicare card: <input type="checkbox"/>	Card number: _____	_____
Passport: <input type="checkbox"/>	Passport number: _____	_____
Other: <input type="checkbox"/>	Number: _____	_____

### SECTION 1 PERSONAL INFORMATION

LAST NAME (as it appears on your driver's license/Medicare card + if you have more than one last name, please enter them in the usual order)

FIRST NAME \_\_\_\_\_

DATE OF BIRTH (Year / Month / Day) Year: _____ month: _____ day: _____	SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	PHONE NUMBER :
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CURRENT ADDRESS (number, street, apartment) \_\_\_\_\_

CITY	PROVINCE	POSTAL CODE
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PREVIOUS ADDRESS (number, street, apartment) (if you have been at your current address for less than five years)

CITY	PROVINCE	POSTAL CODE
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Check the appropriate boxes in **each** of the following sections, **and** subsections **A and B**. If you need more space to provide all the information requested, continue on a separate sheet and enclose it with this form. Enter your name at the top of any additional sheet.

<b>SECTION 2</b>	<b>CONVICTIONS</b>
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**A – CRIMINAL OFFENCE(S)**

I have not been convicted of a criminal offence in Canada or elsewhere or, if I have been convicted of a criminal offence, I have obtained a pardon.

or

I have been convicted, in Canada or elsewhere, of the following criminal offence(s):

OFFENCE	DATE	LOCATION OF COURT

**B – PENAL OFFENCE(S)**

I have not been convicted of a penal offence in Canada or elsewhere or, if I have been convicted of a penal offence, I have obtained a pardon.

or

I have been convicted, in Canada or elsewhere, of the following penal offence(s):

OFFENCE	DATE	LOCATION OF OFFENCE AND, WHERE APPLICABLE, OF COURT

<b>SECTION 3</b>	<b>CHARGE(S) STILL PENDING</b>
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**A – CRIMINAL OFFENCE(S)**

I am not subject to any pending charges for a criminal offence in Canada or elsewhere.

or

I am subject to one or more pending charges in Canada or elsewhere, for the following criminal offence(s):

OFFENCE	DATE	LOCATION OF COURT

**B – PENAL OFFENCE(S)**

I am not subject to any pending charges for a penal offence in Canada or elsewhere.

or

I am subject to one or more pending charges, in Canada or elsewhere, for the following penal offence(s):

OFFENCE	DATE	LOCATION OF OFFENCE AND, WHERE APPLICABLE, OF COURT

<b>SECTION 4</b>	<b>COURT ORDER(S)</b>
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I am not subject to any court order made against me in Canada or elsewhere.

or

I am subject to the following court order(s) made against me in Canada or elsewhere:

ORDER	DATE	PLACE OF ORDER

The *Education Act* specifies that:

- any person working or coming into regular contact with minor-age students must, within 10 days of being notified of a change in his or her judicial record, inform the school board concerned of this change, regardless of whether the person has already filed a declaration concerning his or her judicial record.
- a school board may verify this declaration or have it verified, in particular by a Québec police force, and may communicate or receive any information for the purposes of this verification.

**NOTE**

- A declaration form will be considered incomplete and will be returned to the sender if it is not signed, or if one or more questions remain unanswered.
- A false declaration may lead to the rejection of an application, or to administrative/disciplinary measures or dismissal.
- The full judicial record must be declared. However, only the offences that, in the opinion of the school board, have a bearing on the person's duties will be considered.

I certify that all the information provided in this declaration form is accurate and complete; I accept that all verifications of any data banks for the purpose of judicial records be done.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ADMINISTRATOR USE ONLY**

- As Administrator, I feel that there is no need to have a judicial check on this person.
- Please perform a judicial check on this person.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Administrator  
(please print)

\_\_\_\_\_  
Administrator's Signature