



## **APPLICATION FOR DRIVER'S LICENCE**

Sault Ste. Marie Police Services Board Bylaw #2011-161

### **INSTRUCTIONS TO APPLICANTS**

1. Read the requirements for a licence carefully.
2. If you can meet all the requirements, complete the application form in full.
3. An authorized representative of the company you want to work for must complete the "Certificate of Intent".
4. Bring the completed application form to the Sault Ste. Marie Police Service, 580 Second Line East, Sault Ste. Marie, Ontario.
5. If you are granted a licence, you will need to provide two (2) passport size photographs. (50mm x 70mm)

### **REQUIREMENTS FOR LICENCE**

1. Be at least 18 years of age.
2. Have a valid unrestricted class "G" driver's licence with no more than nine (9) demerit points issued under the authority of the *Highway Traffic Act of Ontario*.
3. New applicants must complete the Police Criminal Records and Judicial Matters check (PCRJMC level 2 records check) online. Payment is by credit card.
4. Not have been found guilty of an offence under the *Liquor Licence Act of Ontario* pertaining to the illegal sale or purchase of liquor within the preceding three (3) years.
5. Not be suffering from any condition that might render you unfit to drive.
6. Provide "Certificate of Intent" from your employer.

BYLAW #2011-161  
**APPLICATION FOR DRIVER'S LICENCE**

NEW

RENEWAL

REFUSAL

LICENCE NUMBER: \_\_\_\_\_

PHOTOGRAPH

NAME OF APPLICANT: \_\_\_\_\_

ALIAS / OTHER NAMES: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

(DDMMYY)

DRIVER'S LICENCE #: \_\_\_\_\_ CLASS: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

**Descriptors**

HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ BUILD: \_\_\_\_\_

HAIR COLOUR: \_\_\_\_\_ EYE COLOUR: \_\_\_\_\_ COMPLEXION: \_\_\_\_\_

SCARS/TATTOOS/ ETC: \_\_\_\_\_

I hereby declare that the information contained in this application is true and complete to the best of my knowledge. I understand that any false statement made by me on this application form may disqualify me from obtaining a licence or result in suspension of my licence if already issued. I further declare that if a driver's licence is issued to me, I will familiarize myself with the provisions of Bylaw 2011-161 and shall comply with the requirements and conditions contained therein.

I understand that a conviction for a criminal offence, Liquor Licence Act offence, or Highway Traffic Act offence may disqualify me from becoming a driver or result in the suspension of my licence if already issued.

Applicant Signature

Date

Personal information contained in this form is collected under the authority of Bylaw 2011-161 and will be used for the administration of the Bylaw. Questions regarding the collection of this information should be directed to the Sault Ste. Marie Police Service – Information Services at 705.949.6300 ext. 326 or [saultstemarie@policesolutions.ca](mailto:saultstemarie@policesolutions.ca).