



## DECLARATION CONCERNING A JUDICIAL RECORD

Under the legislative provisions of the *Education Act* dealing with judicial records, a judicial record must mention:

- any conviction for a criminal or penal offence committed in Canada or elsewhere, unless a pardon has been granted for that offence;
- any charge still pending for a criminal or penal offence committed in Canada or elsewhere;
- any court order subsisting 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*.

The main categories of criminal offences in Canada are **summary conviction offences (summary offences)** and **indictable offences (crimes)**. Summary offences are less serious than indictable offences.

#### **Penal offence**

An offence created by a federal or provincial law to impose a sanction for conduct that harms the public interest. 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* include penal offences created by a provincial law. A penal offence may also result from the exercise of powers granted to municipal authorities (e.g., an offence covered by a municipal 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 and following 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 record suspension (pardon) has been obtained**

An offence for which a pardon has been obtained need not be mentioned. For more information on applications for pardon, visit the Parole Board of Canada website at <https://www.canada.ca/en/parole-board.html>.

#### **False declarations or omissions**

Any false declaration or omission may lead to the refusal of your request to be a student teacher or a volunteer, or to the termination of a service contract.

#### **Timeline**

Judicial Record forms can be submitted between September 1 and April 30, annually. **Any forms received after April 30 will not be processed.**

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

Giovanna Ortona, LL.L., J.D., Interim Secretary General  
Sir Wilfrid Laurier School Board  
Phone: 450 621-5600, ext. 1303  
Fax: 450 621-7929  
Email: [gortona@swlauriersb.qc.ca](mailto:gortona@swlauriersb.qc.ca)

**Note: If you wish to know the status of your judicial record, please contact the school.**

**IMPORTANT: This form must not be submitted to the school.  
Please submit it to the school board using one of the two following options:**

**Regular Mail**  
Secretary General  
Sir Wilfrid Laurier School Board  
235, montée Lesage, Rosemère (Québec) J7A 4Y6

**Email**  
Jocelyne Thompson-Ness  
[jthompson@swlauriersb.qc.ca](mailto:jthompson@swlauriersb.qc.ca)

**Note: When returning the form and proofs of identity by email they MUST be in PDF format as the police will not process photos of proofs of identity.**



School/centre:

- Student teacher (non-remunerated)  
 Volunteer  
 Other

## CONSENT TO A JUDICIAL RECORD CHECK

**Note: Please read carefully as all sections must be filled out properly (please print), signed, dated and initialled or the form will not be processed nor returned to you for correction. Also, if two proofs of identity are not attached this form will not be processed.**

1. IDENTIFICATION OF APPLICANT					
Please submit at least two proofs of identity. One of these proofs must include a picture.					
Driver's licence number:	Health insurance card number:		Other proof of identity (specify):		
			Number:		
Last name(s) (If you have more than one last name, please enter them in the usual order.)					
First name(s)		Date of birth (yyyy-mm-dd)		Sex M <input type="checkbox"/> F <input type="checkbox"/>	
Do you use or have you used a name that is different from your current name or is your name different from the one given to you at birth? yes <input type="checkbox"/> no <input type="checkbox"/> If yes, please specify: _____					
Current address (number, street, apartment, city)				Postal code	
Telephone 1	Telephone 2	Email address			
Former addresses (in the last 5 years, if different from the current address)					
1.					
2.					
3.					
4.					
5.					
2. DECLARATION CONCERNING A JUDICIAL RECORD					
Have you ever been convicted of a criminal offence (summary offence or crime) or a penal offence or are you currently subject to a charge for a criminal offence (summary offence or crime) or a penal offence? No <input type="checkbox"/> Yes <input type="checkbox"/>					
Are you subject to a court order? No <input type="checkbox"/> Yes <input type="checkbox"/>					
<i>Note: The full judicial record must be declared. However, only the offences that, in the opinion of the school board, have a bearing on the applicant's duties will be considered.</i>					
If you answered yes to one of the questions above, please fill out the section below. If you need more space to provide all the information requested, you may continue on a blank sheet of paper and attach it to this form. Please make sure to indicate your name and to sign and date all additional sheets.					
Nature of offence/charge/conviction/court order	Charge	Conviction	Court order	Date	Location
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. CONSENT TO A JUDICIAL RECORD CHECK					
I, the undersigned, give my consent to the <b>Régie intermunicipale de police Thérèse-De Blainville</b>					
to conduct the research required using the databanks to which it has access in order to verify my judicial record, i.e., all pending charges concerning a criminal offence (summary offence or crime) or a penal offence to which I am subject to or all convictions concerning such an offence for which I have not been granted a pardon.					
<input type="checkbox"/> I am a minor. I understand that the judicial record check only concerns offences pertaining to the position or profession I am interested in, in accordance with section 156 of the <i>Civil Code of Québec</i> .					
I certify that the information provided in this declaration form is accurate and complete, and I agree to inform the General Secretariat of the Sir Wilfrid Laurier School Board of any change to my judicial record within ten (10) days of being notified of such changes.					
				Initials	
Signature of applicant			Date (yyyy-mm-dd)		

