

Provide this page to the police force conducting the police record check

If you need a police record check when applying for a legal name change through the Office of the Registrar General, Ministry of Public and Business Service Delivery and Procurement, you must get one that is prepared and certified by an employee of a police force, and send it with your application.

The police record check must contain details of the following about the person whose name would be changed:

- Every criminal offence of which the person has been convicted, unless a pardon or suspension has been granted under the *Criminal Records Act* (Canada);
- Every criminal offence of which the person has been found guilty and has been discharged, except if the *Criminal Records Act* (Canada) requires that the record be purged;
- Every offence of which the person has been found guilty and for which an adult sentence has been imposed under the *Youth Criminal Justice Act* (Canada) as described in section 117 of that Act;
- Every outstanding law enforcement order against the person. This includes warrants, prohibition orders, restraining orders, driver's licence suspensions, probation orders and parole orders; and
- Every pending criminal charge against the person.

The information being requested in a police record check was, and continues to be, the same, before and after the *Police Record Checks Reform Act* came into force. The *Police Record Checks Reform Act* does not apply to a police record check required under the *Change of Name Act*.

Please provide this page to the police force conducting the police record check to make sure that they give you one that has all the details listed above. You must make sure it meets all the requirements for a legal name change.

For more information about whether you need to obtain a police record check for your legal name change, refer to the change of name application. If a check is required, send the original, currently-issued police record check along with your legal name change application to the Office of the Registrar General.