

Your Guide to being cleared and free

Canadian Record Suspension (Pardon) Guide



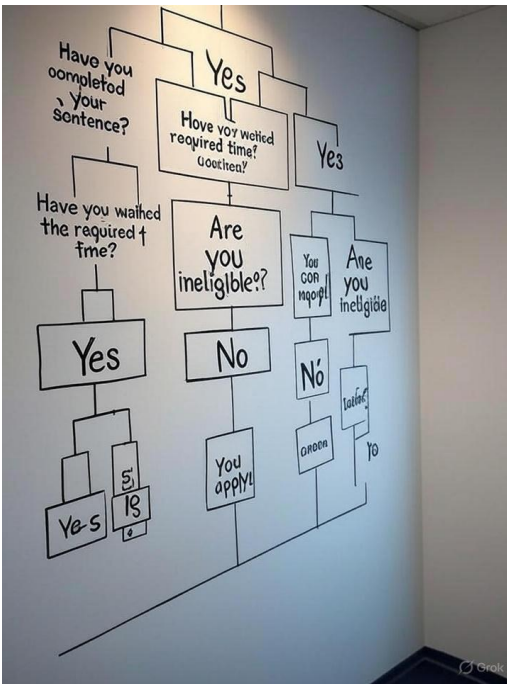
A Step-by-Step Instruction Guide

Section 1: What is a Record Suspension?



- **What it is:** A Record Suspension (formerly known as a pardon) is an order granted by the Parole Board of Canada (PBC) that keeps a person's criminal record separate from other criminal records. This means the record will not appear on a standard criminal record check.
 - **What it is NOT:** It does not erase the criminal record. The record is sealed and stored separately, but it still exists. The information may still be disclosed under specific, limited circumstances (e.g., for a vulnerable sector check or by ministerial order).
 - **Key Benefits:**
 - Removes the stigma associated with a criminal record.
 - Can improve employment opportunities.
 - May facilitate travel (U.S. travel waiver is a separate process).
 - Increases access to educational and volunteer opportunities.
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Section 2: Eligibility Criteria



Introduction: Before you begin, you must determine if you are eligible. Your eligibility is based on the type of offense, the date it was committed, and the completion of your sentence.

General Requirements:

You were convicted of a criminal offense under a federal act or regulation of Canada as an adult.

You have completed all sentences for all offenses, including:

All fines, surcharges, restitution, and compensation orders.

All periods of imprisonment, conditional sentences, parole, and statutory release.

Any probation orders. You have demonstrated "good conduct" and have not been convicted of any new offenses during the waiting period.

- **Waiting Periods (Current as of March 13, 2012):**
 - **Summary Offense:** 5 years after the completion of your last sentence.
 - **Indictable Offense:** 10 years after the completion of your last sentence.
 - **Ineligibility:** You may not be eligible if:
 - You have been convicted of a Schedule 1 sexual offense involving a minor (with some exceptions).
 - You have been convicted of more than three indictable offenses, each with a prison sentence of two years or more.
 - **Historical Note:** The waiting periods have changed over time. The PBC will assess your application based on the legislation in place at the time of your first offense. If you committed your first offense before March 13, 2012, different rules may apply (e.g., 3-year or 5-year waiting periods for summary/indictable offenses).
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Section 3: The Application Process - A 10-Step Guide

Introduction: The application process requires you to gather specific, original documents.

Incomplete applications will be returned, causing significant delays. Follow these steps carefully.

TO APPLICATION



Step 1: Get Your Certified Criminal Record from the RCMP

Instruction: You must get a copy of your certified criminal record from the RCMP. This requires you to be fingerprinted.

How to do it: Go to a police service or an RCMP-accredited fingerprinting company that can submit your fingerprints electronically. Tell them the purpose is for a "Record Suspension Application."

Step 2: Get Your Court Information

Instruction: For each conviction, you must obtain court information.



How to do it: Download the official "Court Information Form" from the Parole Board of Canada website.

Fill out your personal information (Part 1).

Send the form and a copy of your criminal record to each courthouse that handled your cases. The court will fill in the remaining information (Part 2) and return the original to you.

Step 3: Get Your Local Police Records Check



Instruction: You need to get a local police records check for all places you have lived in the last five years (for more than three months).

How to do it:

Download the official "Local Police Records Check Form" from the PBC website.

Fill out your information.

Take the form, a copy of your criminal record, and two pieces of valid government-issued ID to each police service. The police will complete the form and return the original to you.



Step 4: Get Your Military Conduct Sheet (If Applicable)



Instruction: If you are a current or former member of the Canadian Forces, you must obtain a Military Conduct Sheet.

How to do it: Follow the instructions provided in the official PBC application guide for the correct contact information. The process varies depending on your service dates.

Step 5: Fill Out the Application Forms



Instruction: Now that you have gathered all your official documents, you can fill out the main application forms.

Forms you will need:

Record Suspension Application Form

Measurable Benefit/Sustained Rehabilitation Form

Schedule 1 Exception Form (if applicable)

1. **Tips:**
2. Use black or blue ink and print clearly in block letters.
3. Answer every question truthfully and completely.
4. Make sure you sign and date the forms. The application form is only valid for 12 months from the date you sign it.

Step 6: Gather Proof of Identification and Citizenship



Instruction: You must include a clear photocopy of a government-issued photo ID (e.g., driver's license or passport). If you were born outside of Canada, you must also provide proof of citizenship or immigration documents.

Step 7: Prepare Your Application Package

- **Instruction:** Organize all your original documents into a single package.
- **Checklist:**
 - ☐ Certified Criminal Record from the RCMP (original)
 - ☐ Court Information Form(s) (original)
 - ☐ Local Police Records Check Form(s) (original)
 - ☐ Military Conduct Sheet (if applicable) (original)
 - ☐ Record Suspension Application Form (original)
 - ☐ Measurable Benefit/Sustained Rehabilitation Form (original)
 - ☐ Schedule 1 Exception Form (if applicable) (original)
 - ☐ Photocopy of your Identification
 - ☐ Photocopy of Proof of Citizenship/Immigration (if applicable)

Important: Make photocopies of the *entire* package for your own records before you mail it.

Step 8: Pay the Fee

Instruction: The Parole Board of Canada charges a processing fee. This fee is subject to change, so check the official PBC website for the current amount.

How to pay: The official guide will specify acceptable payment methods, such as a certified cheque or money order payable to the "Receiver General for Canada." Do not send cash or a personal cheque.



Step 9: Mail Your Application



Instruction: Mail your complete application package to the Parole Board of Canada's official address.

Tips:

Send it by registered mail or courier so you have a tracking number. Do not send it in a large envelope that could be mistaken for junk mail.

Step 10: Wait for a Decision



Instruction: Once the PBC receives your application, they will send you a letter confirming receipt. The processing times vary, but the PBC generally processes applications for summary offenses within 6 months and for indictable offenses within 12 months.

During this time: The PBC may contact you for further information. Respond to any requests promptly to avoid delays.

Section 4: Frequently Asked Questions (FAQ)



Q: Do I need a lawyer or a private company?

A: No. The PBC gives the same consideration to applications submitted by individuals. The official guide and forms are available for free.

Q: What if I have new charges or tickets?

A: You must be of "good conduct" during the waiting period. New charges, convictions, or outstanding fees (including traffic tickets) can lead to a denial or a longer waiting period.

Q: What if my application is denied?

A: The PBC will explain the reason for the denial. You can re-apply after one year.

Q: How can I avoid delays?

A: Provide all original documents, answer every question truthfully and completely, and make sure your forms are properly signed and dated.

Disclaimer: "This guide is for informational purposes only. It is not a substitute for legal advice. All official forms and processing are conducted by the Parole Board of Canada. Please refer to their official website for the most up-to-date information and to download the required forms."