Date, 2009

Mr. A. Surname
123 Street Name
Toronto, Ontario
M1M 1M1

Details of Police Reference Check Search

Name: **SURNAME, Given name(s)** Date of Birth: **YYYY.MM.DD**

The following is a detailed account of police information for the above named as identified in the applicant's signed Consent to Disclosure of Personal Information (waiver) submitted by an agency registered with the Toronto Police Service. The Service does not disclose the results of your reference check directly to an agency. Therefore, it is your responsibility to know whether the Agency with whom you are seeking a position requires that you provide these results and to decide whether you wish to disclose these results.

If the disclosure reveals a charge relating to a crime for which later a confession, DNA or similar evidence confirms innocence resulting in another being charged, contact the Coordinator, Records Management Services – Information Access in writing and, on production of appropriate documentation, the disclosure will be removed.

Date	*Police Service*	*Type of Record*	*Involvement**

***AC** = Accused
A = Apprehension
P = Person of Interest
O = Other

2 ALTERNATIVE WORDINGS:

A. Please NOTE that, in accordance with the Consent to Disclosure of Personal Information form submitted by the above named, the Toronto Police Service has NOT determined whether or not it has information in its data banks relating to contact between the Service and the above named person under the *Mental Health Act* because it was not requested to do so.

B. Please NOTE that, in accordance with the Consent to Disclosure of Personal Information form submitted by the above named, the Toronto Police Service has included above information on contact between the above named and the Toronto Police Service under the *Mental Health Act* within six years of the date of this letter, if records exist, because it was requested to do so.
To obtain a copy of the Toronto Police Service's policies on the suppression or deletion of records, please go to the Service's website at www.torontopolice.on.ca or call (416) 808 – 7991.

"Records under the control of the Toronto Police Service are retained and released in accordance with the Toronto Police Services Board Record Retention Schedule, City of Toronto Municipal Code, Chapter 219, Article I."

If further information or clarification regarding the above is required, please contact the Police Reference Check Program directly at (416) 808 – 7991.

Date of Form: March 2009

SAMPLE