

If you require an accessible version of this form please email us at coned@durhamcollege.ca

| PERSONAL INFORMATION (Legal Name) | | | | |
|--------------------------------------|--|------------------------|-------------------------|-------------------|
| First Name | | Middle Name | Last Name | |
| Address (including apartment number) | | City | Province | Postal Code |
| Gender | Status in Canada | Country of Citizenship | Country of Birth | Language at Birth |
| F <input type="checkbox"/> | Citizen <input type="checkbox"/> | | | |
| M <input type="checkbox"/> | Permanent Residence <input type="checkbox"/> | | | |
| O <input type="checkbox"/> | Other <input type="checkbox"/> | | | |
| Email Address | | Student ID | Birth Date (mm-dd-yyyy) | |
| Current Home or Cell Number | | Business Number | | |

| PLACEMENT NAME & LEVEL | CODE | START DATE |
|------------------------|------|------------|
| | | |

Please accept this ORIGINAL Criminal Reference Check as part of my placement documentation.

I would like to request that the original be returned to me at the address noted above.

I have included the following required documentation:

- ORIGINAL Criminal Reference check, including Vulnerable Sector Screen (CRC w/VSS) – Dated within 6 months of the field placement.

Winter Placements - If your placement begins in January, the CRC cannot be issued prior to August of the previous year.
Spring Placements - If your placement begins in May, the CRC cannot be issued prior to December of the previous year.
Fall Placements - If your placement begins in September, the CRC cannot be issued prior to April of the same year.

- PHOTOCOPY of the provided original CRC w/VSS –must be a clear and legible.
(Note: Copies requested from Continuing Education staff will be subject to a \$5.00 fee)
- SELF ADDRESSED, STAMPED ENVELOPE (please attach sufficient postage to ensure document is returned to you)

Office Use Only:

| | ✓ | VERIFIED BY: |
|--|--------------------------|--------------|
| ORIGINAL CRC PROVIDED | <input type="checkbox"/> | |
| VULNERABLE SECTOR SCREEN COMPLETED | <input type="checkbox"/> | |
| DATE OF SEARCH CONFIRMED AS VALID | <input type="checkbox"/> | |
| PHOTOCOPY OF ORIGINAL VERIFIED AS TRUE | <input type="checkbox"/> | |