



## FINGERPRINT & PHOTOGRAPH DESTRUCTION APPLICATION FORM

Please refer to the Destruction of Fingerprints and Photographs Procedure for Information about this process

| PERSONAL INFORMATION        |                           |                                |      |                                 |             |
|-----------------------------|---------------------------|--------------------------------|------|---------------------------------|-------------|
| Surname                     |                           | First Name                     |      | Middle Name                     |             |
| Surname (at time of arrest) |                           | First Name (at time of arrest) |      | Middle Name (at time of arrest) |             |
| Address                     | Number/Unit               | Street                         | City | Province                        | Postal Code |
| Contact Telephone Number    | Date of Birth (Mandatory) | YYYY                           | MM   | DD                              |             |

| CHARGES          |                |        |
|------------------|----------------|--------|
| Final Court Date | Court Location | Charge |
|                  |                |        |
|                  |                |        |
|                  |                |        |
|                  |                |        |

| OFFENCE DISPOSITION INFORMATION                                     |  |
|---|--|
| <b>The above offence(s) disposition was: (Check all that Apply)</b> |  |
| <input type="checkbox"/> ABSOLUTE DISCHARGE                         | <input type="checkbox"/> CONDITIONAL DISCHARGE |
| <input type="checkbox"/> DIVERSION                                  | <input type="checkbox"/> PEACE BOND            |
| <input type="checkbox"/> STAYED                                     | <input type="checkbox"/> WITHDRAWN             |
| <input type="checkbox"/> NOT GUILTY                                 | <input type="checkbox"/> DISMISSED             |
| <input type="checkbox"/> UNKNOWN                                    |  |

| CONSENT TO DESTROY FINGERPRINTS, PHOTOGRAPHS, AND CRIMINAL HISTORY  |                  |
|---|------------------|
| <p>I hereby request the South Simcoe Police Service to consider destroying my fingerprints and photographs for the charges listed above. I acknowledge that I will be notified in writing, to the address provided above, when a decision has been made and when the process has been completed. NOTE: Other records pertaining to your arrest(s) may exist, e.g. South Simcoe Police Service Record of Arrest report. These documents will not be destroyed pursuant to your application for destruction of fingerprints and photographs. Rather, they are subject to retention under the Bradford West Gwillimbury/ Innisfil Police Services Board ByLaw 2010-01. I understand that a \$64.41 administration fee applies.</p> |                  |
| Date: _____, 20 _____   | Signature: _____ |
| MMM/DD  |                  |

| FOR POLICE USE ONLY                                       |                      |                 |
|---|----------------------|-----------------|
| Action  | Action Processed By: | Date (YY/MM/DD) |
| <input type="checkbox"/> Acknowledgment Letter Sent       |                      |                 |
| <input type="checkbox"/> Request Approved                 |                      |                 |
| <input type="checkbox"/> Request Submitted to Ident       |                      |                 |
| <input type="checkbox"/> Fingerprints Received from Ident |                      |                 |
| <input type="checkbox"/> Request Submitted to RCMP        |                      |                 |
| <input type="checkbox"/> Fingerprints Received from RCMP  |                      |                 |
| <input type="checkbox"/> Destruction Complete             |                      |                 |
| <input type="checkbox"/> Destruction Confirmation Sent    |                      |                 |
| <input type="checkbox"/> Request Denied                   |                      |                 |
| <input type="checkbox"/> Decision Letter Sent             |                      |                 |

# INSTRUCTIONS

Application can be made for the destruction of fingerprints and photographs taken by the South Simcoe Police Service for an arrest which did not result in conviction.

1. The applicant must be an adult (18 years of age or older at date of arrest).
2. The applicant cannot have any criminal convictions.
3. The applicant cannot have outstanding charges before the courts.

It should be noted that this process only allows for the destruction of fingerprints, photographs and records of disposition held by the South Simcoe Police Service. Any associated South Simcoe Police Service reports maintained on in-service databases are subject to retention in accordance with the South Simcoe Police Service Record Retention Schedule.

**\*\*INDIVIDUALS WITH ANY OUTSTANDING CHARGES OR PREVIOUS CONVICTIONS MUST APPLY FOR A PARDON\*\***

## **NOTE:**

Destruction of fingerprints and photographs does not guarantee the applicant access to the United States – this is solely at the discretion of the U.S. authorities. To obtain information on travel waivers and cross border travel log onto the Department to Homeland Security at [www.DHS.gov](http://www.DHS.gov) or contact the Consulate General of the United States of America located at 360 University Avenue, Toronto, Ontario M5G 1S4 or contact the R.C.M.P. at [www.rcmp-grc.gc.ca](http://www.rcmp-grc.gc.ca)

## **Application Form -- Please Print Clearly**

### **Personal Information:**

1. Include Name: Surname/First and Middle. Please include any additional names you may have been processed under E.g. – Maiden Name
2. Include Surname/First Name/Middle Name at time of arrest.
3. Include complete address: This information is important in order that you may receive written confirmation that your file has been destroyed. If you should move during the processing of your application please advise of the address change to insure you receive the confirmation letter.
4. Include your Home and your Business Telephone Number.
5. INCLUDE YOUR BIRTHDATE – YEAR, MONTH AND DAY – This information is mandatory.

### **Charge Information:**

1. Final Court Date: What was your final court date? Provide year, month and day.  
(Date judgment was delivered)
2. Court Location: In which town/city was the court you attended?  
E.g.: Barrie, Bradford.
3. Offence: What were you charged with (Complete the list)

### **Offence Disposition Information:**

1. Check all that apply
2. Clearly indicate which disposition was for which charge

### **Consent**

Read, Date and sign the consent to Destroy Fingerprints, Photographs and Criminal History.