

## URGENT NOTICE TO DEALERS AND APPLICANTS

### NOTICE TO ALL APPLICANTS FOR REGISTRATION AS A DEALER OR SALESPERSON REGARDING CERTIFIED CRIMINAL RECORD SEARCHES

OMVIC recently received notice from the Ontario Provincial Police (OPP) that they will no longer provide OMVIC with a clearance report or any information about an individual's record of offenses or charges without the identity of the applicant being confirmed in person. As a result, OMVIC is no longer able to obtain criminal record checks on behalf of our applicants or registrants.

Effective immediately, all individuals required to complete an "Individual Application" will be required to provide OMVIC with an **original** Security Clearance report or Criminal Record check from their local police or OPP detachment. Here's how it works:

- Attend your local police station or OPP detachment with proper identification.
- Complete an application for a Security Clearance or Criminal Record check. Note: the application forms will vary between police services.
- **Specify your request is for employment services and do not request a vulnerable sector search. This will speed up the processing of your report.**
- Pay the required fee, usually about \$30, depending on the police service.
- If the police service does not provide a Security Clearance or Criminal Record Check over the counter, obtain a receipt from the police service confirming you've initiated a request for Security Clearance or Criminal Record check. Your results will be mailed to you by the police service.
- Submit your application to OMVIC with the receipt or your **original** Security Clearance report or Criminal Record Check.
- If you submit your OMVIC application with a receipt only, we will begin processing your application. However, you will need to provide us with the **original** Security Clearance report or Criminal Record Check before your application can be completed.

#### This procedure applies to the following applicants:

- New salesperson applicants
- Reinstating salespersons who have expired for more than six months
- Individuals attached to a new dealer applicant (e.g. officers, directors, partners or sole proprietors)
- Individuals attached to a reinstating dealer applicant whose registration has been expired for more than six months
- Salesperson submitting a "Salesperson Change Notice" who would otherwise be required to submit an OPP Consent Form

We may also require a Security Clearance or Criminal Record check from any registrant or applicant not specified above.

Please note we will not accept a Security Clearance or Criminal Record check that is more than three months old.

Applicants will no longer be required to provide an OPP Consent form with their application.

We regret the inconvenience caused by this change to OPP procedures.

January 29, 2010

