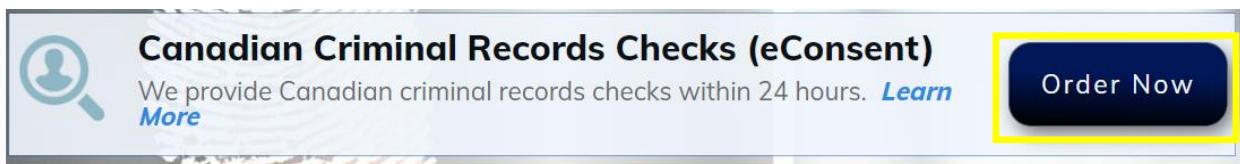


CSI eConsent for Canadian Criminal Record Check - Instructions

Please go to <https://csiscreening.com/>. Click on the box marked “Personal”. ***Please note, only the person who is being checked can complete the eConsent.**



From here, you will click on the **Canadian Criminal Records Checks (eConsent) – Order Now**



Scroll down until you are presented with the below form to complete:

Canadian Criminal Record Check eConsent Order Form

PAPERLESS PROCESS

The company is the organization that requested you do this search. The address and contact information will be yours. Once filled in, click on **Next**.

Fill in the Company Information – the company name will be the company that has requested the criminal record check.

Canadian Criminal Record Check Additional Information

Company/Region/Department doing check for?

Order notes (optional)

Type here...

Employer contact name *

Employer's Email *

example@example.com

Contact Number

How did you hear about us?

Please Select

Scroll down the page and you will see the below. If you have a **coupon code** that has been provided to you by the employer, enter the code and click “**Apply**”. The price will change to \$0.00. Then, click “**Submit**”:

Main eConsent Product

 **eConsent Paperless** \$47.00 CAD

Paperless and Secure. You may order multiple international checks, but only ONE (1) eConsent Canadian Criminal Background Check.

Additional Products: ONLY AVAILABLE WITH PURCHASE of Canadian Criminal Record Check Product (above)

Enter coupon

Subtotal \$47.00 CAD
Tax \$7.05 CAD
Total \$54.05 CAD

Payment Methods

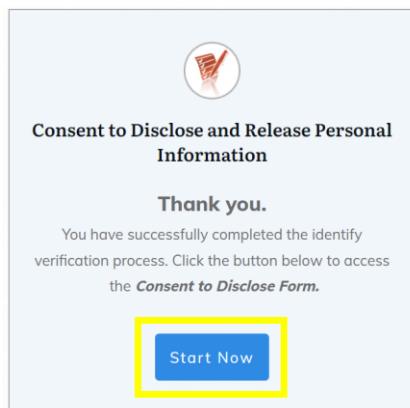
 Debit or Credit Card
  PayPal

You will then be taken to the next screen. The information on this form will be prepopulated with some of your information. You must enter YOUR email and correct Date of Birth in the correct format presented.

Company Name	<input type="text"/>
Full Name *	<input type="text"/>
	First Name <input type="text"/>
	Last Name <input type="text"/>
Current Address *	<input type="text"/>
Current City *	<input type="text"/>
Province *	<input type="text"/>
Postal Code *	<input type="text"/>
Email *	<input type="text"/> example@example.com
Phone Number *	<input type="text"/>
Date of Birth *	<input type="text"/> mm-dd-yyyy  Date

You will then click "Submit".

If you are successful, you will be presented with 3-4 questions based on your credit file. Only you will know the answers. You have a limited amount of time to answer these questions. If you answer correctly, you will see the below screen. **If you are not successful, please see the pages 8 and 9 of the guide.**



Click on "Start Now" and a final form will appear.

eConsent Part 3: Disclose Personal Information Form

Rev 24Jun22 -221164166489259

For questions or assistance call 902.450.0697 or email csi@csiscreening.com

Company Name *

Company Address

Receipt/Client Account #

B. Applicant Information Section

I HEREBY CONSENT TO THE SEARCH OF THE RCMP NATIONAL REPOSITORY OF CRIMINAL RECORDS BASED ON THE NAME(S), DATE OF BIRTH AND DECLARED CRIMINAL RECORD PROVIDED. I UNDERSTAND THAT THE RESULTS MAY BE TRANSMITTED OUTSIDE CANADA TO MY EMPLOYER FOR EMPLOYMENT PURPOSES. A. Criminal Record (Adult) AUTHORIZATION AND WAIVER Authorization to Release Clearance Report. I certify that the information set out by me in this application is true and correct to the best of my ability. I consent to the release of a Criminal Record to CSI Inc. and its partners. I hereby release and forever discharge all members and employees of the processing Police Service from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the processing Police Service to CSI Inc. and its partners. Information related to this criminal record is collected, retained, and disclosed in accordance with applicable federal, provincial, and municipal privacy legislation. Note: The presence of information does not necessarily mean the applicant will be disqualified from the position by the organization.

I understand, authorize and consent that by using this Electronic Identity Verification (EIV/eConsent) process, my identity will be positively verified electronically and once verified, I consent to the above search. I also understand that by providing the secure personal information used in this process that the positive verification of my identity will also be used as my legal informed consent

Yes or No *

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Maiden Name		
<input type="text"/>		
Street Address *	Apt or Unit Number	
<input type="text"/>	<input type="text"/>	
Country *	City *	
<input type="text"/>	<input type="text"/>	
Province/State Region *	ZIP/Postal Code *	
<input type="text"/>	<input type="text"/>	
Phone Number *	Name Change (If applicable)	
<input type="text"/>	<input type="text"/>	
Gender	Date of Birth *	
<input type="text"/>	<input type="text"/> MM-DD-YYYY 	
male or female	Date	
Place of Birth	SIN/SSN	
<input type="text"/>	<input type="text"/>	

It is important that you fill in this information correctly and accurately. This is the information that is being sent to CPIC. Once you click "Next", you will be taken to the below screen.

If you check "Yes" to having ever been convicted of a criminal offense in Canada, another form will appear, and you must self-declare what is on your record. The Date, Offense and Location of Offence are required. If anything is missing, you will need to complete the process again.

C. Self Declaration Section (Required)

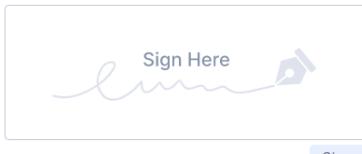
(If yes provide all Canadian criminal convictions on the Form B pop-out below. These will be verified) DO NOT LIST ANY OF THE FOLLOWING OFFENCES ON THIS FORM: A conviction for which the Applicant has received a Pardon in accordance with the Criminal Records Act A conviction where the applicant was a "young person" under the Youth Criminal Justice Act An Absolute Discharge or Conditional Discharge pursuant to section 730 of the Criminal Code An offence for which the applicant was not convicted Any provincial or municipal offence Any charges dealt with outside of Canada Declaration of Criminal Record does not constitute a Certified Criminal Record by the RCMP Declaration of Criminal Record may not contain all criminal record convictions A Certified Criminal Record can only be issued by CCRTIS based on the submission of fingerprints to the RCMP National Repository of Criminal Record.

Have you ever been convicted of a criminal offence in Canada?* *

Yes

No

Signature



Sign Here

Clear

Have you ever been convicted of a criminal offence in Canada?* *

Yes

No

DECLARATION OF CRIMINAL RECORD INFORMATION

	DATE	OFFENCE+(POLICE SERVICE if known)	LOCATION OF OFFENCE
1			
2			
3			
4			
5			
6			
7			
8			
9			

You will also be asked the below. This is for pending or outstanding charges.

If you check “Yes” you will be presented with the below.

OFFENCES

	Date	Location	Charge.....	Disposition
1				
2				
3				
4				

Once completed, you will enter your Email and the Date, then click on Submit:

E. Application Email Section

E-mail *

ex: myname@example.com

Date *

MM-DD-YYYY

example@example.com

Date



Back

Save

Submit

You will then get the final screen. This has now been submitted to us and we will process your request.

Any questions, please call, email or chat online during regular business hours.

Phone - 888-818-5251

Email - csci@csiscreening.com

If you are not successful with answering the questions you will be presented with the below screen:

Your Authentication/Request was Not Successful



We are sorry, your request could not be completed successfully.

You can download the documents below and email or upload them, along with your ID's, once they are completed.

English

[Click here to download CSI Screening Consent Form](#)

Français

[Autorisation pour la divulgation d'information](#)



If you have any questions, please don't hesitate to contact us.

Call: 888-818-5251

Please click the link to download the required consent form. You can then upload the completed consent form along with your IDs to our website. **Select "Submit Forms".**



Home

Services

Forms

[Submit Forms](#)

About Us

[Tracker Login](#)

Canada's Background Screening Professionals

We're here to help with all your background screening needs.

Just click below to get started.

[Personal](#)

[Fingerprinting](#)

[Business](#)

We welcome your phone call. We actually answer the phone!

902.450.0697

CSI Background Screening alleviates your Human Resources burden.

We offer your company:

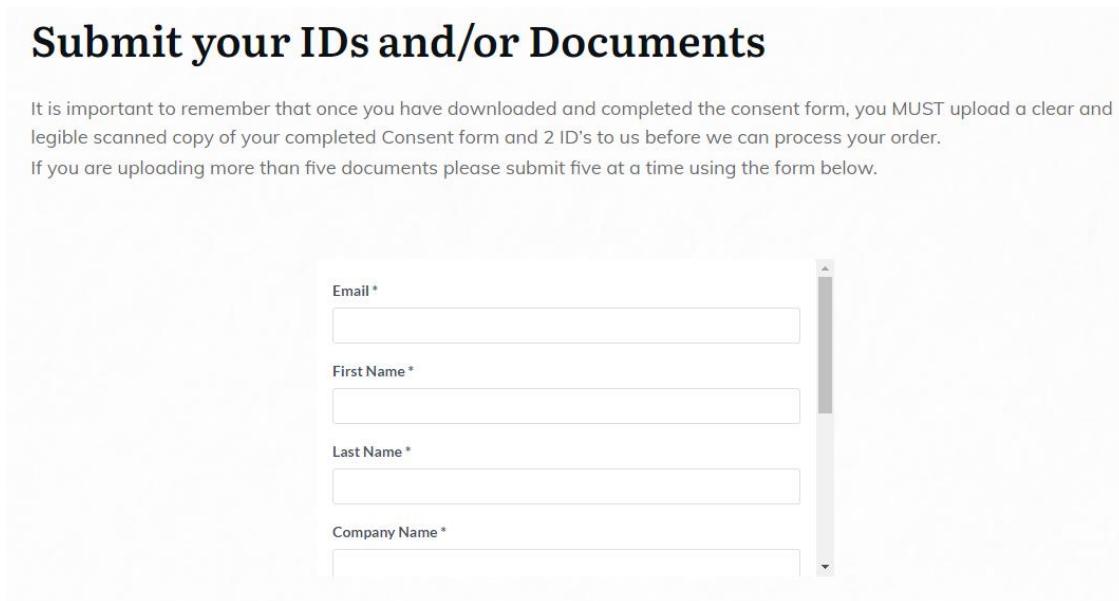
- ✓ its own highly-secure, password protected corporate portal
- ✓ service completion email notifications
- ✓ easy-to-use record retrieval
- ✓ smart, orderly archival of your corporate COMPLETED REPORTS
- ✓ NO annual fees
- ✓ NO contracts
- ✓ superior customer service, and
- ✓ we offer service in French

To lighten your HR workload, you can secure our services by emailing us.

Enter your email address, name and the company that requested the criminal record check. Then scroll down in the box where you entered this information.

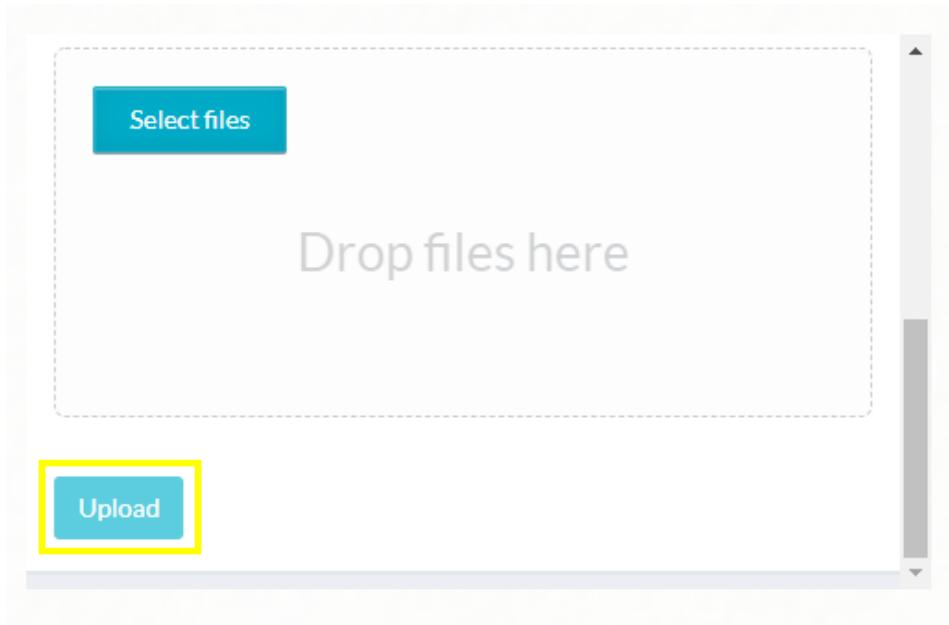
Submit your IDs and/or Documents

It is important to remember that once you have downloaded and completed the consent form, you MUST upload a clear and legible scanned copy of your completed Consent form and 2 ID's to us before we can process your order.
If you are uploading more than five documents please submit five at a time using the form below.



A screenshot of a web form titled "Submit your IDs and/or Documents". The form includes fields for "Email *", "First Name *", "Last Name *", and "Company Name *". Each field is accompanied by a text input box. A vertical scrollbar is visible on the right side of the form.

You can now either click select files and manually choose the files saved on your computer, or you can simply drag and drop them into the "Drop files here" box. **Click upload and we will automatically receive your documents.**



A screenshot of a file upload interface. It features a "Select files" button in a teal box at the top left. Below it is a large dashed rectangular area with the text "Drop files here" in the center. At the bottom left is an "Upload" button in a teal box with a yellow border. A vertical scrollbar is visible on the right side.

Please note: If you do not download the consent form and send us your documents, we will receive your order confirmation and send you an email with the required consent form and instructions during regular business hours.