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| **REQUEST FOR CHILD WELFARE RECORD**  |
| **Applicant’s Personal Information**  |
| **Last Name:**  | **First Name:**  | **Middle Name:**  |
| **Your Date of Birth** | **Have you ever been adopted: Yes** [ ]  **No** [ ]  |
| **Day** | **Month** | **Year** | **Birth, Maiden or Other Name(s):** | **Your Contact Telephone # (s):** |
|  |  |  | **Your e-mail address:** |
| **Current Address (Street, Apt./Suite No., City, Postal Code):**  |
| **Previous Places of Residence (City, Province, Country)**  |
| **1.** | **How long?** |
| **2.** | **How long?**  |
| **3.** | **How long?**  |
| **My child/ren’s names**  *Providing this information will assist with locating your record**Anyone of any age capable of consent may be asked to give consent* |
| **Full Legal Name** | **Date of Birth (dd/mm/yyyy)** | **Other Parent/Guardian’s Name** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| **Reason for Request:**  |
| [ ]  I need a check to determine if I have a child protection record for employment/volunteer purposes. If protection records are found, do you require a summary letter to be included with the details of your child welfare/child protection record? [ ]  YES, please provide me with a summary letter [ ]  NO, a summary letter is not required[ ]  I have a child welfare record and want a copy of my file[ ]  I need specific documents from my file. Specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  I need confirmation of my status with the Children’s Aid Society for the purpose of form completion.  (e.g., OSAP). Please attach form to be completed by the Agency. [ ]  I need my history in order to apply for the 60’s Scoop class action lawsuit[ ]  I need my history in order to register/connect with my First Nation, Inuit or Metis community [ ]  I am a former Child in Care and/or a former Crown Ward and request my child in care file  |
| **Delivery Method:** |
| [ ]  **I understand that I may receive my records using any of the methods below:**Canada Post/Courier Pick up in person Encrypted Email Tresorit Link |

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| **Applicant’s Declaration and Consent** |
| I hereby consent to a search being conducted of the records of Children’s Aid Societies in Ontario and the examination and disclosure of any information in the possession of or under the control of a Children’s Aid Society in Ontario, regarding myself and any minor children. I understand that most Ontario Children’s Aid Societies are using CPIN (Child Protection Information Network) as their documentation system. I understand that when an agency using CPIN searches for my record, it will find all records of my involvement with all Ontario Children’s Aid Societies also using CPIN. I further understand that when Family & Children’s Services of the Waterloo Region uses CPIN, now or in the future, my information will be entered in the provincial Child Protection Information Network. I also understand that documentation regarding the record check will be entered in CPIN as a non-protection service.*For the purpose of this check, a record includes information in the agency’s database in which the individual has been involved in a referral or investigation regarding a child in need of protection. This record check is valid for Agency records within the Region of Waterloo and for records within the CPIN database. It does not include records in the possession of other Children’s Aid Societies not currently using the CPIN database or records which were not transferred by another Children’s Aid Society to the CPIN database. It also does not include records from the Ontario Child Abuse Registry. It is in no way a guarantee that an individual does not pose a risk to children. This information is not offered as an opinion of suitability for the position, or responsibilities, for which you may have applied.*

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| Applicant’s Signature: |  | Date: |  |

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| **FOR F&CS OFFICE USE ONLY** |
| **TO BE COMPLETED UPON RECEIPT FROM APPLICANT:****1. Date Received:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Received By (Full Name):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**2. Photo ID Available:** [ ]  Yes [ ]  No  **Type of Photo ID**: [ ]  Driver’s Licence Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If **NO** Photo ID available, indicate why: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Applicant will be required to pick up records in person and provide photo ID at that time (Please check “Pick up in Person” on page 1)**3. Using Photo ID, please verify the following:**1. Photo match [ ]  Yes [ ]  No
2. Spelling of Name [ ]  Yes [ ]  No
3. DOB [ ]  Yes [ ]  No
4. Address matches form [ ]  Yes [ ]  No

If **No** to any of the above, please indicate why: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **RESULTS OF RECORD CHECK:** To the best of our knowledge, **Agency Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |