|  |  |  |  |
| --- | --- | --- | --- |
| I, |  | Date of Birth: |  |
|  | (Present Full Name) |  | (dd/mmm/yyyy) |
|  |  |  |  |
|  | Past/Other Names (Birth Name, Married Names, Other Names) |  |  |
|  |  |  |  |
| of |  |  |  |
|  | (Current Address – Street, Apt./Suite No., City, Postal Code) |  |  |

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 documentation regarding the record check will be entered in CPIN as a non-protection service.

**Previous Places of Residence:**

I have lived in the following places since I reached the age of 18 years or became a parent, whichever was first:

|  |  |  |
| --- | --- | --- |
| City, Province, Country |  | Dates – (from – to) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

When completing your request, it is possible that records could be located that match both your name and date of birth but could belong to individuals other than yourself.  Finding these alternate records may cause delays in our ability to provide you with timely results in order to confirm your identity.  The additional information below is necessary in order to limit the possibility of locating alternate records.

**My child/ren’s name(s) if under the age of 16: (anyone over 16 residing in the home must fill out their own request)**

Child’s name D.O.B.

(dd.mmm/yyyy)

Child’s name D.O.B.

(dd.mmm/yyyy)

Child’s name D.O.B.

(dd.mmm/yyyy)

Child’s name D.O.B.

(dd.mmm/yyyy)

□ I have a child welfare record and want a copy of my file

□ I need specific documents from my file such as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ 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 need a record check for employment/volunteer purposes

□ I am a former Child in Care and/or a former Crown Ward and request my child in care file

Signature:

Date: Contact Phone #

F&CS Staff to Confirm Photo I.D.

(Please note type of identification and staff name)

This consent expires on:

(6 months from date of request or until revoked by requester)

**Please indicate if you would like results of record check mailed to you or would like to be contacted to pick up in person**

□ **Mail**  □ **Call for pick up**

**RESULTS OF RECORD CHECK (OFFICE USE ONLY)\***

□ Client does not have an F&CS / CPIN Waterloo child welfare record

□ Client does not have an F&CS/CPIN Waterloo child welfare record as a caregiver

□ Client has a non-protection record with F&CS Waterloo/CPIN child welfare record (eg. volunteer, foster parent,

previous records check)

□ CPIN name match/no D.O.B. match

□ Client has a previous Child welfare/child protection history. See letter for details

□ Client has a history with another agency. Please contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Agency Signature

\*For the 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.