Criminal Record Search
These forms are not available online CPIC can be completed at your local police station.

Instructions for obtaining a Criminal Record Search

Standard CPIC application:
a) CPIC can be completed at your local police station. Most CPIC's ask the nature of the clearance check; the majority is either employment or volunteer. The application must state if there is a different reason for this check. For example, placement component.

b) Clearance for Vulnerable People:
The police will require an additional clearance conducted for Vulnerable People (children, elderly, infirmed, or special needs). This Clearance is in conjunction with the standard CPIC application. It requires both the student and the school to complete their appropriate sections. The career college must stipulate that the student is required to participate in a vulnerable person environment as part of their diploma program including placement.

Once the student has chosen the proper application for their needs, he/she must collect the form from their local municipality police force, complete their section, and forward to the Kingston Learning Centre to complete our section, and we in turn will return it to the student to submit for processing of. When the student receives his/her clearance, they need to keep the original copy and send KLC a copy.