

Instructions: Request for a Criminal Record Check – Authorized Driver's Permit or Registration with a Transportation System Operator

This form is intended for individuals requesting a criminal record check pursuant to sections 10 and 11 of the *Act respecting remunerated passenger transportation by automobile* (CQLR c. T-11.2) for the purpose of obtaining or renewing an authorized driver's permit or registration with a transportation system operator.

Steps

- Fill out sections 1, 2, 4 and 5 on the form.
- Before heading out, contact your local police department or the Sûreté du Québec to find out the next steps to follow, processing times and applicable fees.
- Make sure you have and two pieces of identification, including one with photo.

Note that your certificate of no judicial record or your criminal record history must be issued by a municipal police department or the Sûreté du Québec. Certificates of no judicial record or criminal record histories issued by private firms or the Royal Canadian Mounted Police are not accepted.

Also note that your certificate of no judicial record or your criminal record history must have been issued within the last 3 months by the police department.

After the criminal record check

If you do not have a criminal record

For authorized driver's permit holders

- Go to an SAAQ service outlet with your certificate of no judicial record.
- Be prepared to pay the fees that apply to the issuing or renewal of an authorized driver's permit.

For drivers registered with a transportation system operator

- Contact your operator to apply for or renew your registration.

If you have a criminal record

If you are a first-time applicant for an authorized driver's permit or you wish to renew an authorized driver's permit that has been expired for 1 year or more

- You must submit the *Request for Analysis – Authorized Driver's Permit or Registration with a Transportation System Operator* form, available at SAAQ service outlets and in the “Forms” section of our website (saaq.gouv.qc.ca). If the results of the analysis are favourable, you may go to one of our service outlets to obtain or renew your permit.

If you are a first-time applicant for registration with a transportation system operator or you wish to renew a registration that has been expired for 1 year or more

- You must submit the *Request for Analysis – Authorized Driver's Permit or Registration with a Transportation System Operator* form, available at SAAQ service outlets and in the “Forms” section of our website (saaq.gouv.qc.ca). If the results of the analysis are favourable, you may contact the operator to apply for registration.

To renew an authorized driver's permit that is still valid or that has been expired for less than 1 year

You have two options:

- You can go to one of our service outlets and give the duly completed *Request for Analysis – Authorized Driver's Permit or Registration with a Transportation System Operator* form and your criminal record history to an employee who will renew your permit immediately. Your criminal record will be analyzed later. You will receive a letter in the following weeks indicating whether you can continue to provide remunerated passenger transportation.
- You can submit the duly completed *Request for Analysis – Authorized Driver's Permit or Registration with a Transportation System Operator* form and your criminal record history by mail. You must await the results of the analysis of your criminal record. If the results are favourable, you may go to one of our service outlets to renew your permit.

After the criminal record check (continued)

To renew your registration with a transportation system operator that is still valid or that has been expired for less than 1 year

- You must submit the duly completed *Request for Analysis – Authorized Driver's Permit or Registration with a Transportation Service Operator* form and your criminal record history by mail and await the results of the analysis of your criminal record. If the results are favourable, you may contact the operator to renew your registration.

Criminal record

Requests cannot be accepted if the applicant's record includes a conviction, within the five years preceding the application, for an offence described in paragraph (1) or (2) of section 11 of the *Act respecting remunerated passenger transportation by automobile*, that is, an offence committed with a road vehicle under any of sections 220, 221, 236, 320.13, 320.14, 320.15, 320.16, 320.17 and 320.18 of the *Criminal Code*, or an offence under any of sections 5 to 7 of the *Controlled Drugs and Substances Act* or sections 9, 10, 11 and 14 of the *Cannabis Act*, unless a pardon has been obtained.

Protection of Personal Information

The SAAQ only collects personal information that is necessary for it to exercise its powers and apply the laws it administers. All personal information gathered by authorized personnel is handled confidentially. This information may be shared with our licensing agents and certain government departments or agencies, including those located outside Québec, in accordance with the *Act respecting Access to documents held by public bodies and the Protection of personal information*. It may also be used for statistical, survey, study, audit or investigative purposes. Failure to provide this information can result in a refusal of service. You may consult, correct or obtain a copy of any personal information concerning you.

For more information, consult the Policy on Privacy on the SAAQ's website at saaq.gouv.qc.ca/privacy or contact the SAAQ's call centre.

Avec vous,
au cœur de votre sécurité

1. Applicant

Last name	First name		
Place of birth (municipality, country)	Date of birth	(Year-Month-Day)	Telephone (home)
Address (street number, street name, municipality, province, postal code)		Telephone (cell)	

2. Previous addresses (past five years)

Street number	Street name	Municipality, province, state, country	From (Year-Month)	To (Year-Month)

3. Verification of the applicant's identity (to be filled out by an authorized representative of the police department)

I hereby confirm that I have verified the applicant's identity using at least two pieces of identification, including one with photo.

<input type="checkbox"/> Driver's licence number	<input type="checkbox"/> Other: _____
► _____	► _____

Signature of the person verifying the applicant's identity: _____ Date (Year-Month-Day): _____

4. Criminal history disclosure statement (to be filled out by the applicant)

Have you ever been charged with or convicted of a criminal offence?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	► If so, describe the offence.

5. Consent to a police check (to be filled out by the applicant)

As someone who has applied for or holds an authorized driver's permit or registration with a transportation system operator, I hereby authorize the police department to verify any information regarding pending proceedings or convictions against me for a criminal offence.

To this end, I consent to the police department verifying all files and databases to which it has access.

I also consent to a certificate of no judicial record (*Certificat d'absence d'antécédent judiciaire*) concerning me, if applicable, being sent to the Société de l'assurance automobile du Québec upon request.

I understand that only searches performed using fingerprints can link beyond doubt a person to their judicial record.

I consent to the certificate of no judicial record or the criminal record history being kept (paper or electronic copy) or reproduced by the police department and the Société de l'assurance automobile du Québec. In accordance with the law, these organizations agree to protect the confidential information contained in these documents.

X

Applicant's signature

Date (Year-Month-Day)