

Avec vous,
au cœur de votre sécurité

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.

Steps

- Fill out sections 1, 2, 4 and 5 on the form.
- Contact your local police department to find out processing times and applicable fees.
- If applicable, go to the police department with your duly completed form 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.

After the criminal record check

If you do not have a criminal record

- Go to an SAAQ service outlet with your certificate of no judicial record (if you are applying for an authorized driver's permit for the first time, make an appointment first).
- Be prepared to pay the fees that apply to the issuing or renewal of an authorized driver's permit.

IMPORTANT

For the SAAQ to issue or renew your authorized driver's permit, you must present a certificate of no judicial record or a criminal record history in a service outlet **within 3 months** after the date of the check by the police department.

If you have a criminal record

For a first application or to renew a permit that has been expired for 1 year or longer

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

To renew a permit that is still valid or that has been expired for less than 1 year

- You may go to one of our service outlets and give the duly completed *Request for Analysis – Authorized Driver's Permit* form (available in the "Forms" section of our website (saaq.gouv.qc.ca) and in our service outlets) and your criminal record history to an employee. Your permit will be renewed immediately, and your criminal record will be analyzed later. At some point during the following weeks, you will receive a letter indicating whether you can continue to provide remunerated passenger transportation. If you submit the form 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.
- Requests cannot be accepted if the applicant's record includes an offence committed during the previous five years that is described in paragraph (1) or (2) of section 11, 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.

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- First application Authorized driver's permit from the SAAQ
 Renewal Registration with an operator (e.g. UBER, EVA)

1. Applicant

| | | | | |
|---|---|-----------------------------------|------------------|------------------|
| Last name | | First name | | |
| Place of birth (municipality/country) | Sex <input type="checkbox"/> Female <input type="checkbox"/> Male | 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 or state/country | From (Year-Month) | To (Year-Month) |
|---------------|-------------|--|----------------------|--------------------|
| | | | | |
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3. Verification of the applicant's identity (to be filled out by an authorized representative of the police department)

I attest having verified the applicant's identity using at least two pieces of identification, including one with photo.

- Driver's licence number Other: _____
▶ _____ ▶ _____

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

4. Declaration of applicant's criminal history

Have you been charged with or convicted of a criminal offence? No Yes ▶ If so, describe the offence.

5. Consent of the applicant to a check by the police department

As someone who has applied for or holds an authorized driver's permit, I 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'antécédents judiciaires*) concerning me, if applicable, being sent to the Société de l'assurance automobile du Québec.

I understand that only searches performed using fingerprints can without a doubt link a person to his or her 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)