

Instructions: BackCheck Forms

The BackCheck forms include the following documents:

- Consent Form A
- Consent Form B
- Attach to Consent Form A. This document is only relevant if you are using a Notary Public to verify your identification and witness your signature on Consent Form A. If you use a Notary Public you must complete and attach this form to Consent Form A.
- Supplemental Information Sheet Regarding Name Based Criminal Record Checks. This document is only relevant if you are declaring a criminal conviction on Consent Form A.

The BackCheck forms must be filled out by all new applicants for guardianship, trusteeship or co-decision maker, in order to authorize a Criminal Records Check, a Credit Check (if applying for Trusteeship) as well as a Reference Check. Here are some instructions to help you fill out the forms.

Each proposed Guardian, Trustee, Co-Decision Maker and Alternates must fill out their own BackCheck Forms providing their individual consent and return them to the Office of the Public Guardian.

1. Consent Form A

Consent Form A is the authorization for a Criminal Records Check and a Credit Check. The Credit Check is only completed if trusteeship is applied for. Complete all personal information on the top half of this form.

- Each applicant and alternate must sign and date in the first signature box in front of a witness.
- The witness can be an Office of the Public Guardian Representative or a Notary Public. The witness must sign and date the signature box indicated "Signature of OPG Rep or Notary Public".
 - The document titled Attach to Consent Form A is used only when you are using a Notary Public to verify your identification.
- If applying for a Trusteeship or a Guardianship AND Trusteeship order, the applicant and any alternate must sign and date in the third signature box, so a credit check can be completed.

2. Confirmation of 2 pieces of ID

In order to complete a Name Based Criminal Record Verification, two pieces of identification (ID) are required for each applicant and alternate.

The first piece of ID must be government issued identification and must include name, date of birth, signature, and photo. Examples of this type of identification include: Driver's License, Passport, Citizenship Card, Permanent Resident Card, Certificate of Indian Status.

The second piece of identification must, at a minimum, include the applicant's/alternate's full name.

These pieces of identification must be verified in person and a copy of each piece of identification will be taken at that time. Each applicant/alternate must bring their identification for verification. Verification can be completed in a variety of ways at several different locations in the province. The options are listed below:

- Any Office of the Public Guardian (see page 3 for list)*
- Any Notary Public **
- Any lawyer in the province***

*Applicants and alternates can visit an Office of the Public Guardian (OPG). If OPG is utilized, each applicant and alternate can bring their individual **Consent Form A**, **Consent Form B** and **2 pieces of identification**. Note: If applicants/alternates are able to go directly to an Office of the Public Guardian, the "Attach to Consent Form A" paper does not need to be filled out.

**Typically, registry offices, insurance agencies, law offices (including students-at-law) or real estate agencies provide Notary Public services for a nominal fee. If applicants/alternates use a Notary Public, please have the Notary Public complete Sections 1 and 2 of the "Attach to Consent Form A" paper. The Notary Public must affix his/her seal to "Attach to Consent Form A". The Notary must also witness applicant/alternate's signature on Consent Form A.

Consent Form A, Consent Form B, the "Attach to Consent Form A" paper, and both copies of each applicant/alternate's identification must be submitted to the Review Officer at the Office of the Public Guardian.

*** A lawyer is a Notary Public. If applicants/alternates use a lawyer, please have the lawyer complete Sections 1 and 2 of the "Attach to Consent Form A" paper for each applicant and alternate. The lawyer (Notary Public) must affix his/her seal to "Attach to Consent Form A". The lawyer must also witness applicant/alternate's signature on Consent Form A.

Consent Form A, Consent Form B, the "Attach to Consent Form A" paper, and both copies of each applicant/alternate's identification must be submitted to the Review Officer at the Office of the Public Guardian.

Examples of Acceptable Pieces of ID

In order to complete a Name Based Criminal Record Verification, **two pieces of identification** are required.

The primary piece must be government issued identification and must include the applicant/alternate's name, date of birth, signature, and photo. The list below is acceptable ID for primary ID (it is not exhaustive and BackCheck can be consulted in unusual situations):

- | | |
|--------------------------------------|------------------------------------|
| ▪ Canadian Driver's License | ▪ Canadian Citizenship Card |
| ▪ Provincial ID Card | ▪ Permanent Resident Card |
| ▪ Foreign Driver's License | ▪ Certificate of Indian Status |
| ▪ Foreign Passport (that is not hand | ▪ Federal, Provincial or Municipal |

- written)
- Canadian Passport

employee identification card

The second piece of identification must, at a minimum, include the applicant/alternate's full name. Any "primary" ID listed above can also be used as a "secondary" piece of ID (e.g., applicant could use his passport for primary ID and driver's license for secondary ID). Below is a list of ID that can be used as "secondary" ID (as a general rule however, anything with the applicant's full name is acceptable):

- SIN card - Note: Office of the Public Guardian will not accept SIN cards as a form of identification
- Library Cards
- Student Cards
- Transit Passes
- Health Cards
- Health Membership Cards
- Credit cards or debit cards
Note: Office of the Public Guardian will not accept credit or debit cards as a form of identification

3. Consent Form B

Consent Form B is the authorization for BackCheck to contact personal references for each applicant and alternate.

Please fill out the entire form. The References listed should match with the references provided in Form 30 of your application package.

It is important to consider the availability of your references as your application may be delayed if your references can not be reached by telephone.

Sign and date at the end.

Office of the Public Guardian Locations

(Open 8:15 – 12:00 & 1:00 – 4:30, Monday to Friday)

Edmonton 4 th Floor, 108 Street Building 9942 – 108 Street Edmonton, AB T5K 2J5 (780) 427-0017	Grande Prairie 1501 Provincial Building 10320 – 99 Street Grande Prairie, AB T8V 6J4 (780) 833-4319
St. Paul 110 Provincial Building 5025 – 49 Avenue St. Paul, AB T0A 3A4 (780) 645-6278	Lloydminster Main Floor, Provincial Building 5124 – 50 Street Lloydminster, AB T9V 0M3 (780) 871-6420
Red Deer Room 203, Provincial Building 4920 – 51 Street Red Deer, AB T4N 6K8 (403) 340-5165	Calgary Suite 1500, Rocky Mountain Plaza 615 McLeod Trail, SE Calgary, AB T2G 2M1 (403) 297-3364
Lethbridge 500 Professional Building 740 – 4 th Avenue, South Lethbridge, AB T1J 0N9 (403) 381-5648	Medicine Hat Room 107, Provincial Building 346 – 3 rd Street, SE Medicine Hat, AB T1A 0G7 (403) 529-3744

To Be Completed by Each Proposed Guardian, Trustee, Co-Decision Maker & their Alternates

Consent Form Pursuant to Adult Guardianship and Trusteeship Act, R.S.A A-4.2
(To ensure accuracy please PRINT in capital letters clearly and make sure you sign and date the form.)

The personal information collected on this form is collected under authority of the Adult Guardian and Trusteeship Act ("AGTA") and s. 33(a) and/or (c) of the Freedom of Information and Protection of Privacy Act. Your personal information will be used by the Office of the Public Guardian ("OPG") and BackCheck for conducting background, criminal and financial checks on you and generally assessing your suitability for the decision making role you have applied for in your application under the AGTA and for other related administrative purposes under the AGTA. If you have any questions please contact the Administrator, Office of the Public Guardian ("OPG"), Alberta Seniors and Community Supports, at 4th Floor, Standard Life Centre, 10405 Jasper Ave, Edmonton, AB T5J 4R7 or by telephone at 1-877-427-4525. As this is highly sensitive personal information, I understand BackCheck will take all reasonable security precautions to secure the information from unauthorized access, use or disclosure so far as it is within their powers to do so.

Given Name(s): ▼		Middle Name(s): ▼		Gender: ▼ Check One <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	
Surname: ▼		Maiden name, aliases, nicknames and any other names: ▼			
Place of Birth: ▼		Date of Birth: ▼			
City		Province		Country	
Current Address: ▼		Date: yy / mm / dd			
Unit Number		Street Number		Street Name	
Current Address Continued: ▼		From: ▼		To: ▼	
City		Province		Country	
Previous Address - If less than 5 years ago: ▼		Date: yy / mm / dd			
Unit Number		Street Number		Street Name	
Previous Address Continued: ▼		From: ▼		To: ▼	
City		Province		Country	
Telephone Number: ▼		Alternative Telephone Number: ▼		Position Applied For: ▼	

Declaration of Offences	Have you been convicted of a criminal offence for which a pardon has not been granted?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you been granted a conditional discharge within the past three (3) years?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you been granted an absolute discharge within the past year?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	If you have answered Yes to any of the above questions, please provide details on ALL convictions (attach additional pages if required):		
	Offence	Date (yyyy/mm/dd)	Location
		/ /	
		/ /	
	Note: Details of the offence are required to determine if the offence would relate to, or could reasonably be seen to impair, bias, or prejudice your decision, duties, rights and responsibilities under the AGTA.		

Applicable to Co-Decision Making, Guardianship or Trusteeship
This portion of the Consent form, and any information necessary to positively identify you or solicit the necessary information, will be provided by BackCheck to relevant parties in order to enable BackCheck to complete this process. I authorize BackCheck to disclose any personal information about me necessary to confirm my identity or to obtain any relevant information. I also consent to, and authorize, the OPG and BackCheck to generally disclose any information that they have obtained for any purpose in accordance with the administration of the AGTA and its regulations. This will enable the Review Officer to process your application and your suitability for the decision making role you have requested under the AGTA. I hereby consent, authorize and request any federal, provincial, or municipal, law enforcement, police, or national security, agency or department to search the National Criminal Records repository, known as the Canadian Police Information Centre ("CPIC") database, maintained by the RCMP using the name(s) and date of birth provided above and disclose to BackCheck (on behalf of the OPG) any and all information about me in CPIC database and the results of a full and complete Name Based Criminal Record Verification. I understand this may also include information relating to criminal convictions under the Criminal Code of Canada for which a pardon has not been granted and conditional and absolute discharges which may not have been removed from the CPIC database yet. I understand that if there is any discrepancy between the information I have provided on this form and the results of the CPIC and criminal records check searches I have the option of providing my fingerprints to resolve any discrepancy and confirm my identity conclusively.

This request is made in compliance with any applicable provincial or municipal public sector privacy legislation which allows a public body or municipality to disclose my personal information to me or my agent upon my request, and in particular in accordance with the Nova Scotia Municipal Government Act and the Ontario Municipal Freedom of Information and Protection of Privacy Act, AGTA and the Alberta Freedom of Information and Protection of Privacy Act.

Statement of Understanding and Consent	Proposed Decision Maker:	Date: (yyyy/mm/dd) ▼
	Authorizing Name Based Criminal Record Verification <input checked="" type="checkbox"/>	/ /
	Signature of OPG Rep or Notary Public:	Date: (yyyy/mm/dd) ▼
	Witnessing the candidate's signature <input checked="" type="checkbox"/>	/ /

Credit Inquiry with Cross-Check	Applicable to Trusteeship or Guardianship & Trusteeship	
	I hereby further consent, authorize and request any Canadian credit bureau to search for and disclose any and all personal or financial information they may have about me in their custody or control to BackCheck (on behalf of the OPG). I understand this will include a credit report and may also include an Identity Cross Check.	
	I also consent to the collection, use or disclosure of any information about me necessary to conduct either the credit check or the Identity Cross Check. I acknowledge information provided by credit reporting agencies may include information about previous bankruptcies, legal proceedings, collection actions, negative banking items and any other information, accurate or inaccurate, reported by creditors.	
	Proposed Decision Maker:	Date: (yyyy/mm/dd) ▼
	Authorizing Credit Bureau Inquiry with Identity Cross-Check <input checked="" type="checkbox"/>	2 0

Notice to all proposed decision makers: you must attach a copy of government issued photo identification, certified as a true copy by an OPG representative or authorized agent.

Use this form only if you have a Notary Public verify your Identification.
You may also have your ID verified at the Office of the Public Guardian when you submit Consent Form A
The application process requires that a criminal record verification be completed on each applicant.

Service Menu – please ☒ services requested

☒ Name Based Canadian Criminal Record Verification

Instructions for Applicant:

- A legible Notarized copy of two pieces of Identification must be provided before a Name Based Canadian Criminal Record Verification can be completed.
- The first piece of Identification must be government-issued and include your full name, date of birth, signature and photo. (e.g. *Driver's License, Passport, Citizenship Card, Permanent Resident Card, Certificate of Indian Status*).
- The second piece of identification should be government-issued and at minimum it must include your full name.
- Fill out Consent Form A. **Note:** *The notary public must witness you signing the consent form.*
- Proceed to the nearest licensed Notary Public with this form, Consent Form A and your two pieces of Identification.
- Have the Notary Public verify your identification and fill out **Section 1** and **Section 2** on this form below. Once they have completed this, they must affix their stamp or seal to this form.

Instructions for Notary Public:

- Please provide your contact information in **Section 1** on this form.
- Complete the Identification Verification in **Section 2** on this form. Once completed, affix your seal there.
- Please sign the bottom of Consent Form A, witnessing the candidate's signature.
- Photocopy or scan the applicant's two pieces of Identification:
 - The first of which must be government-issued and include the applicant's name, date of birth, signature and photo. (e.g. *Driver's License, Passport, Citizenship Card, Permanent Resident Card, Certificate of Indian Status*).
 - The second should be government-issued, however at minimum it must include the full name of the Applicant.

Section 1 - Notary Public Contact Information:

Notary Public Name:▼

Phone:▼

Address of Business:▼

Section 2 - Notary Public please complete the following:***ID Verification is MANDATORY for a Name Based Criminal Record Verification***

Applicant Name:▼

Position Applied For:▼

ID Verification One (1):

Type:▼

Identification Number:▼

ID Verification Two (2):

Type:▼

Identification Number:▼

I, _____ have examined the identification of _____
Print Name of Notary Public Print Name of Applicant
and I am satisfied that the applicant and person depicted in the photo identification appear to be one and the same. Based on my examination, I verify that the names, addresses, dates of birth and gender as written by the applicant on the document entitled "Consent Form A" are accurate in comparison to the identification.

Notary Public's Signature:

Confirming ID Verification:

X

Date: (yyyy/mm/dd)▼

/ /

Please affix your seal to this page as confirmation of ID check:

Applicant: If you have used this form, please attach it to Consent Form A and return it to the Review Officer at The Office of The Public Guardian.
Please ensure printing is 100% legible.

Supplemental Information Sheet Regarding Name Based Criminal Record Checks

The BackCheck screening process for a Name Based Criminal Record Check includes a search of the National Criminal Records epository known as the Canadian Police Information Centre (CPIC) database, maintained by the RCMP. Part of this search of the CPIC database includes a search of the Identification Data Bank.

The search of the Identification Data Bank is comprised of three (3) data sets, including: 1) offender's criminal record information; 2) summary of offender's biographical and offence information; and 3) indexed summary of offender names for rapid search. Canadian Criminal Real Time Identification Services (CCRTIS) is the only entity that is authorized to update, delete, and/or modify information within the Identification Data Bank. Lawfully obtained fingerprints support each criminal record entry in the Identification Data Bank. This information is collected by virtue of Personal Information Bank (PIB) CMP PPU 030, pursuant to the Privacy Act.

By searching the Identification Data Bank, BackCheck's police partner is able to provide BackCheck's clients with a Name Based Criminal Record Check which is a query based on name, date-of-birth, and declared criminal record history of active criminal files in the RCMP National Repository of Criminal Records. A Name Based Criminal Record Check is used to determine the possible existence of a criminal record and generally used as a preliminary search only to determine if a Fingerprint-based Criminal Record Verification may be required.

In accordance with the newest guidelines for the Dissemination of Criminal Record Information set by the Ministerial Directive Concerning the Release of Criminal record Information by the Royal Canadian Mounted Police (RCMP), BackCheck clients must have their candidates fully complete the "Declaration of Offences" section of the BackCheck Criminal Record Check Consent Forms. BackCheck clients are also required to instruct their candidates that the following offences should **not** be declared in this section:

- A conviction for which the Applicant has received a Pardon in accordance with the Criminal Records Act
- A conviction where the Applicant was a "young person" under the Youth Criminal Justice Act
- An Absolute Discharge or Conditional Discharges, pursuant to section 730 of the Criminal Code
- An offence for which the Applicant was not convicted
- Any provincial or municipal offence, and
- Any charges dealt with outside of Canada

A declaration deemed complete and accurate will be confirmed as such by BackCheck's police partner conducting the Name Based Criminal Record Check. A confirmed declaration may not contain all criminal record convictions. A confirmed declaration does not constitute a Certified Criminal Record by the RCMP, which can only be issued by CCRTIS based on the submission of fingerprints to the RCMP National Repository of Criminal Records.

Legible copies of the informed consent form are retained by the CPIC Agency in accordance with the provisions of relevant privacy legislation, CPIC Agency retention and disposal schedule, and Section 11 of the CCRTIS Dissemination of Criminal Record Information Policy.

For further information or clarification of the information above, please direct questions to your hiring manager or to BackCheck at privacy@backcheck.ca.

BackCheck™ is a registered trademark of Checkwell Decision Corporation.

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Members of the Checkwell family of HR Interviewing Solutions:

BackCheck

MoraleCheck

ConcernCheck

ExitCheck

To Be Completed by Each Proposed Guardian, Trustee, Co-Decision Maker & their Alternates

Disclosure and Consent for Personal References

To ensure accuracy, you must PRINT in clear CAPITAL letters and complete this form in its entirety.

I hereby consent to BackCheck contacting the persons I have named and listed as personal references and disclosing to them that I have made an application under the AGTA. The questions the references are being asked relate directly to and are relevant for assessing my personal suitability in terms of my application under the AGTA.

Please provide 2 personal references BackCheck may contact in the space below.
References should be the same as those provided in Form 30

DO NOT list people you do not want contacted. BackCheck WILL contact all references listed below.

1	Reference's Name: ▼			
	What is your relationship with the reference? ▼		How long have you known the reference for? ▼	
	Reference's Home Phone Number: ▼		Reference's Office Phone Number: ▼	
	Reference's Cell Phone Number: ▼		Reference's Email Address: ▼	
2	Reference's Name: ▼			
	What is your relationship with the reference? ▼		How long have you known the reference for? ▼	
	Reference's Home Phone Number: ▼		Reference's Office Phone Number: ▼	
	Reference's Cell Phone Number: ▼		Reference's Email Address: ▼	

I hereby authorize BackCheck to release all information obtained under this consent only to OPG, and in no way hold BackCheck liable upon the release of this information or its findings to OPG.

I hereby authorize BackCheck to send a facsimile or electronic copy of this signed consent form to any references listed above.

Please PRINT your full name: ▼

Proposed Decision Maker:

X

Date: (yyyy/mm/dd) ▼

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