

Information Sheet

CRIMINAL RECORD STATEMENT AND CHILD ABUSE REGISTRY CHECK

The Faculty undertakes to ensure that all persons admitted, and the profession, have not engaged in behaviour that is regarded as physically and mentally harmful to others. In this regard, all applicants offered admission or placed on an alternative list will be required to indicate whether or not they have an adult criminal record, by completing the following:

- **Official Adult Criminal Record Statement** through the local police service; and
- **Child Abuse Registry Self Check.**

The Official Criminal Record Statement and Child Abuse Registry Check may not be older than **three months**. The Faculty does not accept checks completed by a third party.

A criminal conviction or registration as an offender on the Child Abuse Registry will not necessarily be considered a negative factor in the selection process. However, if the applicant's criminal record check identifies that the applicant has a criminal conviction or is registered on the Child Abuse Registry as an offender, the applicant will be required to discuss the conviction/registration in a meeting with the Director of the MSW-IK Program and/or members of the MSW-IK Faculty Elder Collective. Please note a juvenile record does not constitute an adult criminal record.

1. AN OFFICIAL ADULT CRIMINAL RECORD STATEMENT:

- (a) **Applicants Within Winnipeg**, please see the WPS Website: <https://policeinformationcheck.winnipeg.ca/>

Applications may be completed at the **Winnipeg Police Headquarters**, located at 245 Smith Street (204-986-6073). The office hours are from 8:00 a.m. to 3:30 p.m., Monday to Friday (closed statutory holidays).

Applications may also be completed at **Commissionaires Manitoba**, 290 Burnell Street (204-942-5993). The office hours are from 8:00 a.m. to 4:00 p.m., Monday to Friday.

- (b) **Applicants Outside of Winnipeg**

Should contact their local RCMP office.

- (c) **Applicants Outside of Manitoba**

Should obtain an application through their local Municipal, Provincial or RCMP office.

2. CHILD ABUSE REGISTRY CHECK:

- (a) **In Manitoba**

An Application for a Child Abuse Registry Self-Check can be obtained from:

The **Child Abuse Registry Unit**, 1st Floor – 777 Portage Avenue, Winnipeg, MB R3G 0N3. The office hours are from **8:30 am to 4:30 pm, Monday through Friday**. Phone: 204-945-6967 or Toll Free 1-800-282-8069 or

http://www.gov.mb.ca/fs/childfam/child_abuse_registry_form.html

New on-line application form: <https://web22.gov.mb.ca/AbuseRegistry>

Allow up to six weeks for results of the check.

- (b) **In Other Provinces in Canada**

Check for the Child Abuse Register in your province. If there is none, please apply for a Vulnerable Sector Check along with your Criminal Record Check.

Note: Two pieces of identification with full date of birth is required (i.e. driver's license, passport, social insurance card or provincial medical card). The cost of an application and the time for processing may vary depending on the police service. Applications where a criminal record exists will take longer.

The student must send the **original copy** of the Official Adult Criminal Record Statement and Child Abuse Registry Check or Vulnerable Sector, along with your Self-Declaration of a Criminal Record to:

Carla Kirkpatrick
Academic Advisor & Program Assistant
MSW-IK PROGRAM - FACULTY OF SOCIAL WORK
THE UNIVERSITY OF MANITOBA
485 SELKIRK AVE.
WINNIPEG, MB R2W 2M6

The FORM 1 Self Declaration of An Adult Criminal Record Statement and Child Abuse Registry Listing must be submitted to the Faculty of Social Work **within twenty (20) working days of receipt of the Offer of Admission**. In cases when the processing of the application for an Official Adult Criminal Record Statement or Child Abuse Registry Self-Check is delayed, payment receipts confirming that the record and self-check have been ordered must be submitted to the Faculty of Social Work within twenty (20) working days of receipt of Offer of Admission. Students will not be allowed to register for courses until the results of these checks are received by the Faculty of Social Work, and students who do not submit these documents may be required to withdraw from the MSW-IK program.