

**Distance Delivery B.S.W. Application Information Sheet  
Criminal Record Statement and Child Abuse Registry or Vulnerable Sector Check or  
Intervention Record Check 2021-22**

\*Please note, some provinces and territories house these records separately.

The Faculty undertakes to ensure that all persons admitted to the Faculty 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 they have an adult criminal record by completing the following:

<p><b>Self-Declaration of Criminal Record and Child Abuse Registry or Vulnerable Sector Check Listing or Intervention Record Check</b></p> <ul style="list-style-type: none"> <li>Applicants must complete a Self-Declaration Form 1 (see attached) and email to: <a href="mailto:ddsocial.work@umanitoba.ca">ddsocial.work@umanitoba.ca</a></li> </ul>
<p><b>Official Adult Criminal Record Statement</b></p> <ul style="list-style-type: none"> <li>Applicants within Manitoba may obtain an application through their local RCMP office.</li> <li>Applicants Outside of Manitoba must obtain an application through the local Municipal, Provincial or RCMP office in your area.</li> <li>Applicants in the City of Toronto, Ontario will need to contact the Distance Delivery Social Work Program to have the Toronto Police Reference Check form completed. Please email <a href="mailto:ddsocial.work@umanitoba.ca">ddsocial.work@umanitoba.ca</a> to request this form.</li> </ul>
<p><b>Child Abuse Registry Self Check or Vulnerable Sector Check or Intervention Record Check</b></p> <ul style="list-style-type: none"> <li>Applicants within Manitoba must obtain an application for a Child Abuse Registry Self-Check from The Child Abuse Registry <a href="http://www.gov.mb.ca/fs/childfam/child_abuse_registry_faq.html">www.gov.mb.ca/fs/childfam/child_abuse_registry_faq.html</a></li> <li>Applicants in the province of Alberta must order an Intervention Record Check.</li> <li>Applicants in other Provinces or Territories in Canada, check for the Child Abuse Registry in your province. If there is none, you must apply for a Vulnerable Sector Check along with your Criminal Record Check.</li> </ul>

**Note:** The cost of an application and the time for processing may vary. Applications where a criminal record exists may take longer. Your official Criminal Record Statement and Child Abuse Registry Check or Vulnerable Sector Check or Intervention Record Check **may not be older than three months** from your offer of admission. All documents are held in strict confidence according to Privacy legislations. **The Faculty does NOT accept checks completed by third party verification companies such as myCRC and Triton.** If your province conducts electronic Criminal Record Checks with Vulnerable Sector, we will accept on line copies. If this is not an option, original hard copies must be sent directly to:

**Faculty of Social Work, Distance Delivery  
The University of Manitoba  
521 Tier Building  
Winnipeg, MB R3T 2N2**

### Self-Declaration Form 1

We realize that due to COVID-19, some may find it difficult to obtain the proper Child Abuse Registry/Criminal Record/Vulnerable Sector Checks by the deadline. If you are unable to obtain a copy or if there may be a lengthy delay, **please indicate in the body of your email with the Form 1** that it may be delayed or that you are unable to obtain a copy at this time. We will be in touch with students affected about how to proceed.

Please email completed form to [ddsosial.work@umanitoba.ca](mailto:ddsosial.work@umanitoba.ca)

Surname:	Student ID:
First Name:	Phone #:
Middle Name:	Date of Birth:
Address:	Province/State:
City:	Postal Code/Zip Code:

Please check the following statements that apply.

- I had an adult criminal conviction
- I have an adult criminal conviction
- I have outstanding criminal charges
- I am listed on the Child Abuse Registry as an offender
- I am listed on the Vulnerable Sector as an offender
- I have been notified of the intent to be registered

\*If you select YES to any of the statements, please include a written explanation at the end of this document. Submission of false information will invalidate the application and may result in immediate rejection of the application or the requirement to withdraw from the Faculty of Social Work. Students will not be allowed to register in any courses until the results of the Criminal Reference Check and Child Abuse Registry Self Check or Vulnerable Sector Check have been received by the Faculty of Social Work and may be required to withdraw from the Faculty of Social Work.

1. Official Adult Criminal Record Check  
Ensure you arrange for your Official Adult Criminal Record Statement.  
Check the box to confirm that you have made these arrangements
2. Child Abuse Registry (Manitoba & Nova Scotia residents) or Vulnerable Sector Check (all other provinces without a Child Abuse Registry Self Check)  
Ensure you arrange for your "Child Abuse Registry Self-Check" and/or "Vulnerable Sector Check"  
Check the box to confirm that you have made these arrangements
3. Send original documents within 20 working days of receipt of Offer of Admissions to:  
**Faculty of Social Work, Distance Delivery**  
**The University of Manitoba**  
**521 Tier Building**  
**Winnipeg, MB R3T 2N2**

### **Additional Information**

The FORM 1 Self Declaration of an Adult Criminal Record Statement and Child Abuse Registry Listing or Vulnerable Sector Check 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 Reference 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 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 may be required to withdraw from the BSW program. A positive response on the Criminal Reference Check and Child Abuse Registry or Vulnerable Sector Check or the self-declaration regarding criminal convictions does not necessarily eliminate applicants; however, it shall require that the applicant participate in a personal interview.

\*If you answered "yes", that you have a criminal record or outstanding charges or that you are listed on the Child Abuse Registry or Vulnerable Sector Check or have been notified of the intent to be registered, you should be prepared to elaborate with respect to:

- Where and when the offence(s) took place
- The nature of the offence(s)
- The nature of any sentence (including time spent in prison, probation, community service, etc.)
- Whether you are still fulfilling the requirements of your sentence and if so, when those obligations will be completed.
- Any other relevant information, which may assist the Faculty of Social Work in considering your admission to the Bachelor of Social Work Program, should be included.
- You may comment on the implications you perceive this has had on your decision to seek a career in social work.

Signature:

Date: