

**FORT GARRY CAMPUS
MSW APPLICATION
Information Sheet**
**CRIMINAL RECORD STATEMENT AND CHILD ABUSE REGISTRY OR
VULNERABLE SECTOR 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 a(n):

- **Self-Declaration** of Criminal Record and Child Abuse Registry or Vulnerable Sector Check Listing;
- **Official Adult Criminal Record Statement** through the local police service; and
- **Child Abuse Registry Self Check or Vulnerable Sector Check**. Manitoba residents **must** submit a Child Abuse Registry Check (not the Vulnerable Sector Check).

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 participate in a personal interview. Please note a juvenile record does not constitute an adult criminal record.

1. **SELF DECLARATION OF A CRIMINAL RECORD AND CHILD ABUSE REGISTRY LISTING OR VULNERABLE SECTOR CHECK – Form 1.**

2. **AN OFFICIAL ADULT CRIMINAL RECORD STATEMENT:**
 - (a) May be done on-line or in person. In person may pick-up their applications at the **Bureau of Police Records**, Main floor of the Public Safety Building located at 245 Smith Street, or by directly phoning 204-986-6073. The office hours are from **8:00 a.m. to 3:30 p.m., Monday to Friday** (closed statutory holidays), OR
May be done on-line or in person. In person may pick-up their applications at the **Commissionaires Manitoba**, 290 Burnell Street. The office hours are from **8:00 a.m. to 4:00 p.m., Monday to Friday**; phone 204-942-5993.
 - (b) **Applicants Outside of Winnipeg**
May obtain an application through the local RCMP office or by calling Winnipeg's Bureau of Police Records at 1-204-986-6073. Applications ordered through the Bureau of Police Records in Winnipeg will require a mailed cheque with a copy of required identification.
 - (c) **Applicants Outside of Manitoba**
May obtain an application through the local Municipal, Provincial or RCMP office in your area.

3. **CHILD ABUSE REGISTRY CHECK or VULNERABLE SECTOR 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. The office hours are from **8:30 am to 4:30 pm, Monday to Friday** (closed statutory holidays). Phone: 204-945-6967 or Toll Free 1-855-844-8834 or http://www.gov.mb.ca/fs/childfam/child_abuse_registry_form.html
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 valid pieces of government issued 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 Official Criminal Record Statement and Child Abuse Registry Check or Vulnerable Sector Check may not be older than three months. The Faculty does not accept checks completed by a third party. **The student** must send the **original copy** of the Official Adult Criminal Record Statement and Child Abuse Registry Check or Vulnerable Sector to:

**KAREN SINGLETON
STUDENT SERVICES & ADMISSIONS/ADVISING OFFICE
FACULTY OF SOCIAL WORK
THE UNIVERSITY OF MANITOBA
521 TIER BUILDING
WINNIPEG, MB R3T 2N2**

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 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 the CRC, VSC and/or CARC are received by the Faculty of Social Work and may be required to withdraw from the MSW program.