



# NIAGARA

REGIONAL POLICE SERVICE

## Fingerprint and Photograph Destruction Application Form

### PERSONAL INFORMATION

Surname		First Name		Middle Name		
Previous Surname(s)		Surname (at time of arrest)		First Name (at time of arrest)		
Contact Telephone Number			Date of Birth (mandatory)	YYYY	MM	DD
Address	Number/Unit	Street	City	Prov.	Postal Code	

### Lawyer /Agent Contact Information (if applicable)

Surname		First Name		Contact Telephone Number	
Address	Number/Unit	Street	City	Prov.	Postal Code

### CHARGES

Charge	Disposition	Final Court Date	Court Location

### Eligibility for Destruction

The following time frames apply:

- Acquittal – two months after the expiry of the time allowed for an appeal, or if an appeal is taken, three months after all proceedings have been completed
- Dismissal – 30 days (plus 30 days in the event of late notification for appeal)
- Stayed Charges: will automatically purge one (1) year from the date the stay was imposed (no application required)
- Withdrawn Charges: 30 days (plus 30 days in the event of late notification for appeal)
- Withdrawn Charges plus Peace Bond: after one (1) year has elapsed from the date the peace bond was imposed
- Diversions (Direct Accountability) will be retained for two (2) years from date of finding then sealed indefinitely in accordance with section 717.2(1) CCC. Destruction will be considered on a case basis after 5 year period from date of disposition.

**Note:**

Anyone wishing to seal an Absolute or Conditional Discharge received prior to July 24, 1992 must write to the RCMP for consideration. Findings of Guilt relating to Absolute and Conditional Discharges post 1992 will be automatically sealed 1 and 3 years respectively, in accordance with section 6.2 of the *Criminal Records Act*.

**\*\*The YCJA mandates the process in relation to fingerprints and photographs; therefore an application for fingerprint and photograph destruction for young persons will not be accepted.**

I acknowledge the following criteria applies to my application:

- A local file closure only applies to records of non-convictions. A record suspension application must be filed with the Parole Board of Canada in relation to convictions. This application will not apply to convictions registered with the Niagara Regional Police Service.
- Records to be destroyed are limited to biometric data only i.e., fingerprints, photographs and the record of the disposition. Reports pertaining to the incident/arrest will not be destroyed. These documents are subject to retention under the Niagara Regional Police Service Retention Bylaw.

**File closure fees are non-refundable and closure of file is not guaranteed.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_