



NIAGARA

REGIONAL POLICE SERVICE

Fingerprint & Photograph Destruction Application Form

Submit request to:
Niagara Regional Police Service
Attn: Floater Clerk
5700 Valley Way
Niagara Falls ON L2E 1X8

Personal Information

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

Lawyer /Agent Contact Information (if applicable)

must provide signed consent from client

Name of Firm

Contact Surname		Contact 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: 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
- Stayed Charges: one year from date of stay of proceedings (other than a judicial stay)
- Withdrawn Charges: thirty days, plus thirty days in the event of late notification for appeal
- Withdrawn Charges plus Peace Bond: upon expiry of the peace bond (typically one year but can be longer)
- Divisions (Direct Accountability): will be retained for two years from date of finding then sealed indefinitely in accordance with section 717.2(1) of the *Criminal Code*. Destruction will be considered on a case-by-case basis, after five years 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 one and three years respectively, in accordance with section 6.1(1)(a) of the *Criminal Records Act*.

****The Youth Criminal Justice Act 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:

- Destruction only applies to records of non-convictions. A record suspension application must be filed with the Parole Board of Canada in relation to convictions.
- 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 Records Classification & Retention Schedule.

Fee is non-refundable, and destruction is not guaranteed.

Signature of Applicant _____ Date _____
YYYY/MM/DD