





**INSTRUCTIONS FOR COMPLETING THE DISCLOSURE OF POLICE RECORD INFORMATION  
STUDENT CONSENT FORM** (provided with this form)

*TO ENSURE PROMPT HANDLING OF YOUR POLICE RECORD CHECK FOLLOW THESE INSTRUCTIONS WHEN COMPLETING THE CONSENT FORM:*

*√ (check off when completed)*

- Please print carefully in **BLUE** ink.
- List your full legal name and complete all sections as required.
- Please sign the Consent Form using your legal signature and remember to date the Consent Form (month / day / year). **Incomplete and/or inaccurately completed Consent Forms cannot be processed.** You will be requested to complete another Consent Form thereby delaying your authorization.
- Additions and/or deletions to the Consent Form text, e.g. *Release and Discharge*, will render the Consent Form null and void.
- If you have a Driver's Licence, please attach a photocopy of the front of the licence to the Consent Form. If you do not have a licence please be sure to check off the appropriate box.
- Please retain a copy for your files.

**FACULTY/INSTRUCTOR PAYMENT FORM**

Faculty/Instructor Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

College/University: \_\_\_\_\_

I am enclosing:

Money Order for **\$40.00** (taxes included) payable to **Ontario Education Services Corporation**.

OR

Payment by:  Visa  MasterCard

Card #: 

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 Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*mm yy*

I hereby authorize **Ontario Education Services Corporation** to bill my credit card for **\$40.00** (taxes included)

Cardholder Name: \_\_\_\_\_  
*(please print)*

Cardholder Signature: \_\_\_\_\_

Full payment and a fully completed, signed and dated original Consent Form must accompany this form. **THIS FEE IS NON-REFUNDABLE.**  
Please send to Ontario Education Services Corporation: P.O. Box 520 • 31 Adelaide Street East • Toronto, ON • M5C 2J6

**DO NOT FAX. ORIGINAL SIGNATURES ARE REQUIRED.**  
**DO NOT SEND CASH OR CHEQUES. (Personal cheques will not be processed)**  
**PLEASE RETAIN A COPY OF THIS FORM FOR TRANSACTION RECEIPT**