



**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)

1. Please print carefully in **BLUE** ink.
2. List your full legal name and complete all sections as required.
3. 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.
4. Additions and/or deletions to the Consent Form text, e.g. *Release and Discharge*, will render the Consent Form null and void.
5. 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.
6. Please retain a copy for your files.

PAYMENT FORM FOR POLICE RECORD CHECK

Student Last Name: _____ First Name: _____ Middle Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Tel: (_____) _____ Cell: (_____) _____ Email: _____

College/University: _____ Name of Program: _____

OESC ID # (from your OESC ID card): _____ (Complete only if you have already received an OESC ID card in the past. If you have never been issued an OESC ID card before, please leave blank)

I require:

Please check ONE (1) box ONLY

GST# 85719 3080 RT001

√		Purpose	Cost (includes all taxes)
<input type="checkbox"/>	1 OESC ID Card:	Required for students completing placements in Ontario schools and other agencies	\$30.00
<input type="checkbox"/>	1 Replacement OESC ID Card	In cases where the original card issued has been lost or stolen or when changes are requested (e.g. address or name change)	\$20.00
<input type="checkbox"/>	1 OESC ID Card PLUS 1 ORIGINAL written Police Report:	Required for students completing placements in Ontario schools and other agencies where the agency requires a written Police Report	\$40.00
<input type="checkbox"/>	2 ORIGINAL written Police Reports (for Certification/Employment):	For graduating B.Ed. students who are applying to the Ontario College of Teachers for certification and for anyone who requires written reports for employment purposes	\$30.00

I am enclosing:

Money Order for \$ _____ payable to **Ontario Education Services Corporation.**

Payment by: Visa MasterCard

Card #: _____ Expiry Date: ____/____/____

I hereby authorize **Ontario Education Services Corporation** to bill my credit card for \$ _____.

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