

Record suspension checklist

Getting a record suspension, or pardon, makes it so your criminal record does not show up on most criminal record checks.

Forms from the Parole Board of Canada (PBC) website can be found at canada.ca/en/parole-board/corporate/publications-and-forms.html.

Step 1: Check if you're eligible

You can apply for a record suspension if you:

- were convicted and sentenced for a criminal offence in Canada
- served your whole sentence, including any probation, parole, or fines
- have waited enough time after you finished your sentence
 - You must wait 5 years for most summary offences and 10 years for most indictable offences. There are exceptions. Learn more at stepstojustice.ca/pardon.

Step 2: Get your Certified Criminal Record from the RCMP

- Make an appointment to get your fingerprints taken electronically by a police service or an RCMP approved company. Find a list of companies on the RCMP website.
- Go to the appointment. The organization will send your fingerprints and your request for a criminal record check to the RCMP. **You must tell them the criminal record check is for a record suspension application.**
- Get your certified criminal record check in the mail. Keep it safe.
- Review your criminal record. If any convictions are missing, call the court to get a proof of conviction document.

Step 3: Get Court Information Forms

- Download a court information form from the PBC website and fill out sections 1-6. Do this for each courthouse where you got a conviction.
- Send the form and a copy of your certified criminal record to each courthouse. Call the courthouse to ask how to send in the form.

- Get the completed form back from the court in the mail. Keep it safe.

Step 4: Get your Local Police Records Checks

- Download a local police record check form from the PBC website and fill out all the sections except the ones that say “for police use only”.
- Submit a completed form and the following documents to the police service of each city that you lived in for more than 3 months in the last 5 years:
 - a photocopy of your certified criminal record check
 - 2 pieces of photo IDSubmit these in person if you can.
- Get your local police record checks in the mail and keep them safe. **Local police record checks expire after 12 months from the date the record check was made.**

Step 5: Fill out and submit your Record Suspension Application

- Download the record suspension application form from the PBC website and fill it out in **blue or black ink**.
- Put together all the documents for your application package, including:
 - Record suspension application form
 - Original certified criminal record check from the RCMP
 - Original court information forms
 - Original local police record check forms
 - Measurable benefit form/sustained rehabilitation form
 - Photocopy of government issued ID that includes your name, date of birth, and signature
 - If required: schedule 1 exception form
 - If required: military conduct sheet
- Mail your application package and the \$50 application fee to the PBC address on the application form. Do not send cash or a personal check.

For more information, check the **Parole Board of Canada Record Suspension Application Guide** or call **1-800-874-2652** to speak to a Parole Board of Canada Officer.

You can find more information about criminal law at stepstojustice.ca. This is general legal information for people in Ontario, Canada. It is not intended to be used as legal advice. Cette publication est également disponible en français. Reviewed: February 2025.