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IMAGES
How to get a PARDON / RECORD SUSPENSION

1. Wait the required time
   You will have to wait 5 or 10 years. Time starts AFTER your sentence is complete (not after you are charged or convicted).

2. Make sure you qualify
   Certain offences do not qualify. Too many serious offences may mean you do not qualify.

3. Understand its limits
   For example: a record suspension does not guarantee you can travel to another country, such as the USA.

4. Fill out the application form
   You will need to collect (and pay for) certain documents to go with your application, such as fingerprints.

5. Collect the documents needed
   This is found online at the Parole Board of Canada website. You do not need a lawyer or professional to help.

6. Submit the application package & fee
   The application fee is currently $631.

7. Make sure your record suspension will not be cancelled
   If you are granted a record suspension it can still be cancelled. For example, it can be cancelled if you commit another offence or if you lied on the application.

8. Enjoy your record suspension if it is granted!
   If you get a record suspension employers and police officers will not be able to see your previous offences on CPIC.
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WHAT IS A RECORD SUSPENSION?

A record suspension (formerly called a pardon) removes a person’s criminal record from the Canadian Police Information Center (CPIC) database.

- This means that when a person (for example, an employer) asks for a criminal record check, they will not be able to see your criminal record (or that you have a criminal record and a record suspension).

- A record suspension also removes any ineligibility for Canadian citizenship caused by a criminal conviction.

WHAT ARE THE LIMITS OF A RECORD SUSPENSION?

1. A record suspension does not mean that your criminal record is destroyed. Your criminal record is removed from CPIC, but the government still has it on file.

2. A record suspension does not guarantee entry into another country.

3. Record suspensions only relate to federal agencies, so municipal and provincial agencies do not have to seal the records of an individual with a record suspension.

4. Record suspensions do not end prohibition orders. If your sentence included a ban on the possession of firearms or driving, this remains in effect.

5. If you have been convicted of a sexual offence, then this conviction will remain flagged in the CPIC system. It will show up when a vulnerable sector record check is conducted.

6. A record suspension may be cancelled/taken away if:
   a. You are later convicted of an offence under a federal act,
   b. You are “no longer of good conduct”, or
   c. You provided false or deceptive information in your application.

DO I NEED TO APPLY TO GET A RECORD SUSPENSION?

You need to apply and be approved for a record suspension unless:

1. You were found guilty only in a youth court. If this is the case, your record will be automatically destroyed or archived.
   - This will happen after the applicable amount of time has passed if you have not been convicted of more offences during this time. The amount of time you have to wait depends on what offence you were convicted of.

2. You were sentenced to an absolute or conditional discharge on or after July 24, 1992. If this is the case, your record will automatically be removed from the CPIC system.
This will happen one year (for an absolute discharge) or three years (for a conditional discharge) after the court decision.

You are eligible for a record suspension if:

1. You were convicted of an offence in Canada under a federal act or regulation, or you were convicted of an offence in another country and transferred to Canada.
   - Violations of the *Criminal Code* (most criminal offences), and the *Controlled Drug and Substances Act* (most drug-related offences) are federal.

   **AND**

2. You have completed your sentence.
   - All fines, surcharges, costs, restitution and compensation orders are paid in full,
   - All terms of imprisonment and conditional sentencing orders have been served, **AND**
   - All probation periods are over.
   - "If you have a prohibition Order (for example a ban on possessing firearms), it does not need to be expired for the sentence to be complete.

   **AND**

3. You have waited the required waiting period.
   - For summary (less serious) offences, the wait time is 5 years *after* you have completed your sentence.
   - For indictable (more serious) offences, the wait time is 10 years *after* you have completed your sentence.

   **AND**

4. You can demonstrate that you are now a law-abiding citizen.

You are not eligible for a record suspension if:

1. You have been convicted of a Schedule 1 Offence (a sexual offence involving a child) under the *Criminal Records Act*.

   **Note:** A person who has been convicted of a Schedule 1 Offence may apply for a record suspension if the Board is satisfied that:
   - The person was not in a position of trust or authority towards the victim or in a relationship of dependency with the victim,
   - The person did not use, threaten, or attempt to use violence, intimidation, or coercion in relation to the victim, and
   - The person was less than five years older than the victim.

   **OR**

2. You have been convicted of more than three indictable (more serious) offences AND received a sentence of two years or more for each.
HOW DO I APPLY FOR A RECORD SUSPENSION?

Record suspensions are ONLY granted by the Parole Board of Canada (PBC). The PBC’s official website is https://www.canada.ca/en/parole-board.html. The PBC can be recognized by this symbol:

Note: Any agency or person claiming they can guarantee you a record suspension, or make the process faster, is not telling you the truth. All applications are treated equally by the PBC.

- You can apply for a record suspension with the help of a lawyer or professional, but you do not need to.

Record Suspension Application Guide and Application Form

The first step in applying for a record suspension is getting a Record Suspension Application Guide from the PBC. These can be found at the following locations:

- Online (Parole Board of Canada Website: https://www.canada.ca/en/parole-board/services/record-suspensions.html)
- Local Police Station
- Local Parole Board of Canada office
  Edmonton office:
  Canada Place, #720, 9700 Jasper Ave NW
  Edmonton, AB T5J 4C3
  Phone: (780) 495-3404

The Application Guide contains step-by-step application instructions. The instructions will ask you to submit these things as part of your application:

1. Your criminal record from the RCMP in Ottawa
2. Your court information
3. Your military conduct sheet
   (If you are a current or former member of the Canadian Forces)
4. Your criminal record from the local police station
5. Proof of Canadian citizenship, or immigration documents
6. A photocopy of your government identification
7. An application fee of $631
8. A completed Schedule 1 Exception Form
   (If you were convicted of a Schedule 1 (sexual offence involving a child).
9. A completed Measurable Benefit/Sustained Rehabilitation Form  
(You must clearly describe how receiving the Record Suspension would provide you with a measurable benefit and sustain your rehabilitation into society as a law abiding citizen)

*If your record suspension is denied, you can reapply after one year.

HOW LONG WILL IT TAKE FOR MY RECORD SUSPENSION TO PROCESS?

The Parole Board of Canada has certain circumstances for processing record suspensions once an application has been accepted:

- For record suspensions for **summary offences**, applications will be processed within **6 months** upon acceptance
- For record suspensions for **indictable offences**, applications will be processed within **12 months** upon acceptance
- For applications where the Parole Board is proposing to refuse to order a record suspension, processing can take up to **24 months** after acceptance.
WHERE CAN I GET HELP OR MORE INFORMATION?

<table>
<thead>
<tr>
<th>Parole Board of Canada</th>
<th>Contact:</th>
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</thead>
<tbody>
<tr>
<td>Record Suspension Information Line</td>
<td>1-800-874-2652 <a href="mailto:suspensions@pbc-clcc.gc.ca">suspensions@pbc-clcc.gc.ca</a></td>
</tr>
</tbody>
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Provides information related to record suspensions/pardons and can provide assistance with applications.

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<tr>
<th>Elizabeth Fry Society of Edmonton</th>
<th>Contact:</th>
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<tbody>
<tr>
<td>Record Suspension Program</td>
<td>Record Suspension Program Coordinator 780-784-2205 (Toll free: 1-866-421-1175) <a href="mailto:community@efryedmonton.ab.ca">community@efryedmonton.ab.ca</a></td>
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Helps women with the process of applying for a record suspension.

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<th>Student Legal Services</th>
<th>Contact:</th>
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<tr>
<td>Criminal Project Legal Education &amp; Reform Project</td>
<td>780-492-2226 11036 88 Avenue Edmonton, AB</td>
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Law students can provide more information or presentations about applying for a record suspension.