



Criminal Information Request Form (CIR)

Corporate Services Department

File D-2330

Taxicab Licence applicants may contact any Police Service in Ontario to apply for a criminal background check.

Applicants Living in the Durham Region

1. Apply in **PERSON** at 17 Division, Durham Regional Police Service, 77 Centre Street North in Oshawa. The Durham Regional Police Service is open 7 days a week between 7:00 a.m. and 11:00 p.m., 905-579-1520, extension 4554.
2. The CIR **must state** whether there are any criminal **convictions, pending or outstanding charges** and include a **Vulnerable Sector check**. You must indicate 'Yes' where the application asks if you will be dealing with the Vulnerable Sector (the elderly, disadvantaged or children). The CIR should also indicate the class of driver's licence currently held by the applicant.
3. State the reason for your request.
4. **Two pieces of identification are required.** One should be a birth certificate and the other should be a form of photo identification (i.e. a driver's licence). **Social Insurance cards and/or Health cards are not accepted as identification.**
5. **An administration fee will apply.** You may wish to contact the Police Services Branch for fee information.
6. Allow 4-6 weeks for processing. The CIR will be mailed directly to you.
7. **The CIR must be received by Licensing within 30 days from the date of search to be valid.**

Applicants Living Outside the Durham Region

Applicants living outside the Durham Region must contact the Police Service in their own municipality to apply for a criminal background check. The search has to include any criminal convictions and must state if there are any criminal charges pending or outstanding. Also the Vulnerable Sector must be checked.

Note: Port Hope Police Service, 230 Walton Street, Port Hope, 905-885-8123, will provide a Criminal Information Request Form with approximately a week to process.

If you need further information, please contact our office at the address noted below or call our office at 905-436-5641.