



SECOND CHANCES. BRIGHTER FUTURES.

CHECKLIST

# Record Suspension Preparation Checklist

A step-by-step checklist to help you prepare for a record suspension application.



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[recordsupportcanada.ca](https://recordsupportcanada.ca)

# Record Suspension Preparation Checklist

Preparing a record suspension application requires gathering documents from several sources. This checklist helps you organize everything you need before submitting your application to the Parole Board of Canada.

## Step 1: Confirm Eligibility

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- Confirm all sentences (including fines, probation, and restitution) have been fully completed
- Confirm the waiting period has passed: 5 years for summary offences, 10 years for indictable offences
- Confirm you have not been convicted of a new offence during the waiting period
- Confirm you do not have any outstanding charges or warrants

## Step 2: Gather Your Documents

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- Criminal conviction record from the RCMP (or local police if no RCMP record exists)
- Court information document for each conviction (obtained from the court that convicted you)
- Military conduct sheet (if you served in the Canadian Armed Forces)
- Proof of identity: government-issued photo ID and current address
- Character references: at least 2–3 letters from employers, community members, or professionals
- Evidence of good conduct: employment records, volunteer work, community involvement

## Step 3: Complete the Application

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- Download the Parole Board of Canada record suspension application guide and forms
- Complete the Application for Record Suspension form (PBC 0601)
- Complete the Mandatory Reference Check form (PBC 0602)
- Write a personal statement explaining your rehabilitation and current circumstances
- Prepare the processing fee payment (money order or certified cheque)

## Step 4: Review and Submit

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- Double-check that all forms are complete and signed
- Verify all court documents match the convictions listed on your criminal record
- Ensure character references are dated within the last 6 months



- Make copies of everything for your personal records
- Submit the complete package to the Parole Board of Canada

### KEY TAKEAWAYS

- Confirm eligibility before starting — the waiting period must be fully served
- Gather documents from police, courts, and the RCMP
- Complete all Parole Board forms and write a personal statement
- Keep copies of everything you submit

## WHERE RSC FITS

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Record Support Canada provides a private online starting point for people who have questions about how a criminal record may be affecting areas of their life.

- Understand which record-support process may be relevant to your circumstances
- Access clear educational information
- Complete a preliminary eligibility check privately online
- Understand possible next steps
- Access resources related to your situation
- Connect with further assistance when appropriate

No phone call is required to begin. Individual circumstances vary, and completing an RSC Eligibility Check does not guarantee eligibility, approval, employment, travel, entry or any government decision. Record Support Canada is an educational and referral resource provided by Federal Pardons And Waiver Services.

## WHAT HAPPENS NEXT?

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### 1 VISIT RECORD SUPPORT CANADA

Go to [RecordSupportCanada.ca](https://RecordSupportCanada.ca).

### 2 START THE RSC ELIGIBILITY CHECK

Answer a short series of questions about the situation.

### 3 REVIEW THE INFORMATION

RSC provides preliminary educational information based on the information submitted.



**4 UNDERSTAND THE POSSIBLE PATHWAY**

The individual can better understand what type of record-support process may be relevant.

**5 DECIDE WHETHER TO CONTINUE**

There is no obligation to proceed simply because someone completed the eligibility check.

**6 ACCESS FURTHER ASSISTANCE**

Where appropriate, additional assistance may be available through Federal Pardons And Waiver Services.

## **NOT SURE WHAT APPLIES TO YOU?**

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Criminal-record situations can vary depending on the offence, disposition, dates, country, purpose of travel or employment and other circumstances. The RSC Eligibility Check provides a private online starting point for understanding what record-support pathway may be relevant.

**CHECK MY ELIGIBILITY**

Record Support Canada provides educational and informational resources concerning record-related processes. Information is general in nature and should not be interpreted as a guarantee of eligibility, record clearance, employment, admissibility to another country, or any particular outcome. Individual circumstances may differ.



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**CHECK MY ELIGIBILITY**

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