



## Record Suspension Application

If you are eligible, you can apply directly to the Parole Board of Canada to get a record suspension. If you need help to fill out and submit a record suspension application, the CNG Department of Justice and Correctional Services can assist you.

The CNG Department of Justice and Correctional Services is committed to helping Cree beneficiaries who have previously offended and completed their sentences to apply for a criminal record suspension. A CNG Community Reintegration Officer in your community can help you to assess your eligibility and to organize the paperwork you need to submit an application to get a record suspension.

Through the CNG process, your application will be sent to the National Pardon Centre to be completed and submitted to the Parole Board of Canada on your behalf. The National Pardon Centre is a non-profit organization and professional service agency that charges a fee to prepare and submit a record suspension application on your behalf.

## Costs of a Record Suspension Application

The user fee for the processing of a record suspension application has increased to \$631 as of February 23, 2012. In addition to this government user fee, the National Pardon Centre charges a \$695 processing fee that you must pay to them directly. Other smaller charges may also apply, including for verification of fingerprints and criminal reference check. Please note that all these amounts may change from time to time without prior notice.



## Financial Assistance

The CNG recognizes that individuals with criminal records may have trouble finding employment. In some cases, this means that they do not have the funds necessary to pay for the costs related to the preparation and submission of a record suspension application.

The CNG Department of Justice and Correctional Services offers financial assistance to individuals who demonstrate that they cannot afford the costs associated with the preparation and submission of a record suspension application. This financial assistance is based on eligibility criteria that are similar to the legal aid program of the Province of Quebec.

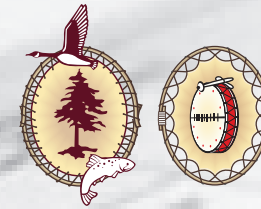
Essentially, to be eligible for financial assistance from the CNG for a record suspension application, you must demonstrate your eligibility to the CNG based on a combination of:

- (i) your annual income in the most recent taxation year; and
- (ii) the value of your assets and savings.

If you qualify for financial assistance, the CNG will partially or fully cover the costs associated with the preparation and submission of a record suspension application. You will not be required to reimburse these costs in the future.

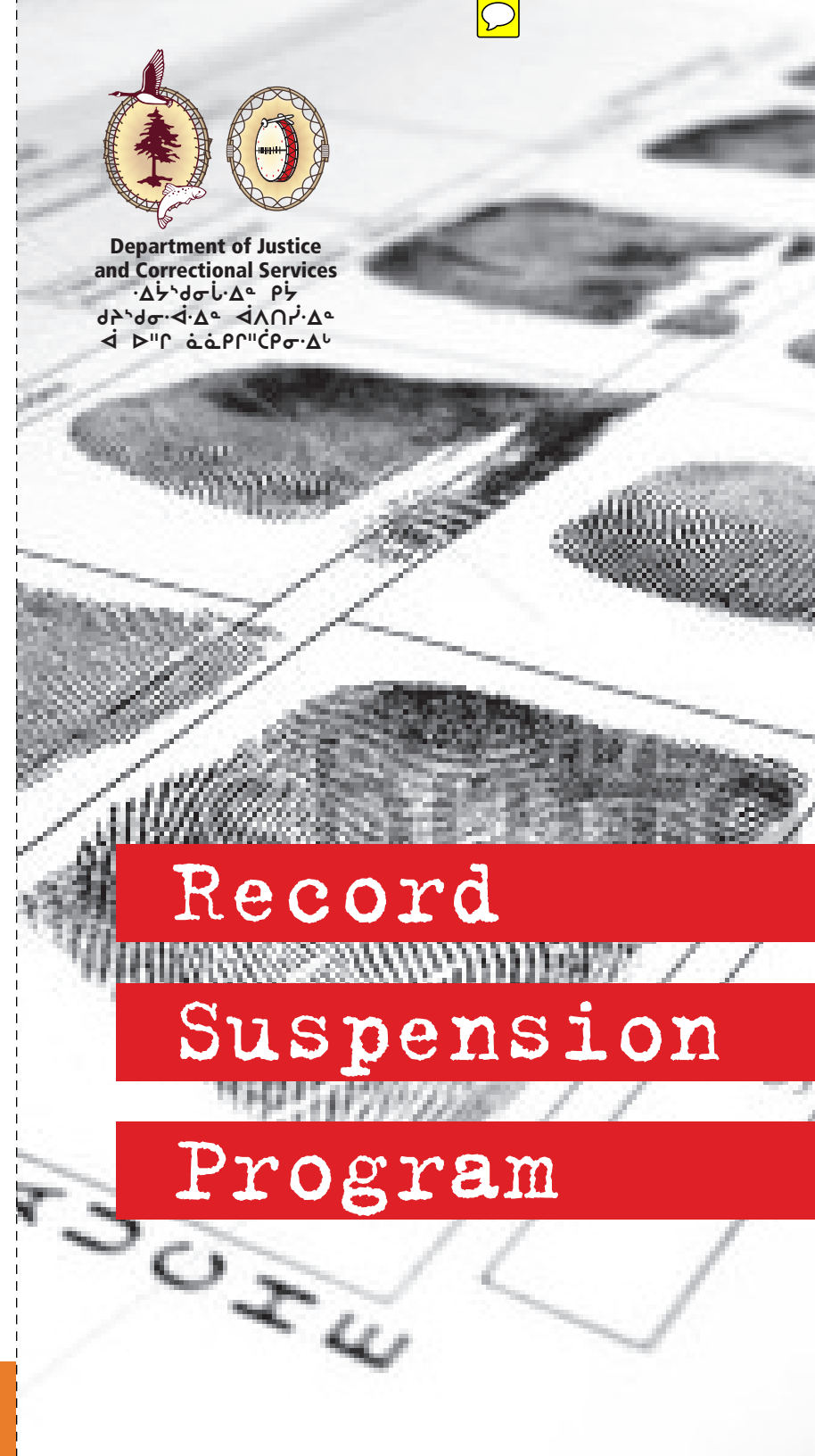
If you want to request financial assistance from the CNG for such an application, you should complete the form below and submit it to the CNG Community Reintegration Officer in your community with the rest of the paperwork needed for your record suspension application.

Please note that CNG Community Reintegration Officers will help to determine your financial eligibility in a confidential manner. Please note that you must provide documentary evidence of income, assets and savings. By applying for financial assistance, you will have to authorize CNG staff to verify the information you provide, including with government authorities, financial institutions, present and former employers, and other entities as required.



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# Record Suspension Program





You can apply for a record suspension (pardon) to have your criminal record sealed, which can help you to get a job.

**You may be eligible if you:**

- Were convicted of a criminal offence
- Have completed all the requirements of your sentence and probation
- You have completed the 5 or 10 year waiting period, depending on the nature of the offence

If you are a Cree beneficiary, the Cree Nation Government (CNG) can help you to fill out the record suspension application and if you qualify for financial assistance, the CNG may pay the costs associated with the application.



**Criminal Record Suspension (Pardon)**

A record suspension (formerly a pardon) allows people who were convicted of a criminal offence, but who have completed their sentence and demonstrated that they are law-abiding citizens for a certain number of years, to have their criminal record “sealed” and kept separately from active criminal records stored in the RCMP database (known as “CPIC”). This helps them to access employment and educational opportunities and to reintegrate into society.

A record suspension removes a person’s criminal record from the CPIC database. This means that a search of CPIC will not show that you have a criminal record or a record suspension. No one can access this file without the written permission of the Minister of Public Safety Canada.

Under the federal *Criminal Records Act*, the Parole Board of Canada may order record suspensions for convictions under federal acts or regulations of Canada. While this record suspension only applies to records kept by federal organizations, most provincial and municipal criminal justice agencies also restrict access to their records once they are told that a record suspension has been ordered.

For more information on Record Suspensions, please visit the Parole Board of Canada website at <http://www.pbc-clcc.gc.ca/prdons/servic-eng.shtml>.



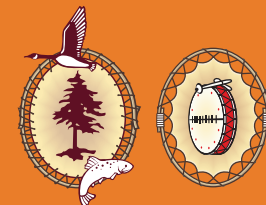
**Need Help on How to Apply?**

**Contact your Local Community Reintegration Officer:**

- Chisasibi:** 819-855-2120
- Eastmain:** 819-977-2400
- Mistissini:** 418-923-2661
- Nemaska:** 819-673-2400
- Ouje-bougoumou:** 418-745-2260
- Waskaganish:** 819-895-2126
- Waswanipi:** 819-753-2770
- Wemindji:** 819-978-3300
- Whapmagoostui:** 819-929-3796

If you have any additional questions or need more information, please contact the Correctional Services Regional Office in Val d’or at 819-874-2600 or by email at (NEED GENERAL EMAIL).

[www.creejustice.ca](http://www.creejustice.ca)



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