


Appendix B – Fingerprint and Photograph Destruction – Application Form

	Barrie Police Service	<h3 style="margin: 0;">Fingerprint and Photograph Destruction</h3> <h3 style="margin: 0;">Application Form</h3>	
	Request Date YYYY-MM-DD		
PERSONAL INFORMATION			
Surname	First Name	Middle Name	
Previous Surname(s)			Date of Birth (mandatory) YYYY-MM-DD
Contact Telephone Number		E-mail Address	
Address	Number/Unit	Street	City Prov. Postal Code
AGENT/LAWYER INFORMATION (if applicable)			
Name (Surname, First Name)		Name of Firm	Contact Telephone Number
Address	Number/Unit	Street	City Prov. Postal Code
CHARGES			
Final Court Date	Court Location	Charge	Disposition
CONSENT TO DESTROY FINGERPRINTS, PHOTOGRAPHS AND NON-CONVICTION DISPOSITIONS			
<p>I hereby request the Barrie Police Service to consider destroying my fingerprints, photographs and non-conviction disposition for the charges listed above. I acknowledge that I will be notified in writing, to the address provided above, when a decision has been made and when the process has been completed.</p> <p>NOTE: Other records pertaining to your arrest(s) may exist. These documents will not be destroyed pursuant to your application for destruction of fingerprints and photographs. Rather, they are subject to retention under the Barrie Police Services Retention Policy.</p> <p>FILE CLOSURE FEES ARE NON-REFUNDABLE. CLOSURE OF FILE IS NOT GUARANTEED.</p> <p style="text-align: center;">Signature _____ Date (YYYY-MM-DD) _____</p>			
RECONSIDERATION PROCESS			
<p>An requestor will be notified in writing should their request for destruction be denied and supplied with the reason for refusal.</p> <p>The requestor has the right to request a review of this decision by submitting a written reconsideration request, within 45 days of the date of refusal, to the Records Manager. Further information to support the reconsideration request must be submitted, along with any court transcripts considered appropriate to substantiate the requestor's position.</p> <p>Consideration will be given to each reconsideration request. After balancing the evidence and circumstances, the Reconsideration Committee shall form an opinion with respect to the destruction. The requestor will be notified of the decision in writing.</p>			

Personal Information contained in this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, s. 28(2) and the *Police Services Act*, s. 41, for the purpose of processing this request for the destruction of fingerprints, photographs and non-conviction dispositions.

Note: Destruction of fingerprints and photographs does not guarantee the requestor access to the United States – this is solely at the discretion of U.S. authorities. To obtain information on travel waivers and cross border travel, log onto the Department of Homeland Security at www.DHS.gov.