



Central Saanich Police Service

DESTRUCTION OF FINGERPRINTS/PHOTOGRAPHS - APPLICANT GUIDE

If you were arrested, fingerprinted, and charged with an offence by the Central Saanich Police Service which resulted in a non-conviction finding in court, you can request the identification documents relating to your criminal record history be destroyed.

PLEASE NOTE: If you have been convicted of an offence anywhere in Canada, you will be required to apply for a record suspension (pardon). You may obtain a Record Suspension Application Guide by:

- Calling the National Parole Board at 1-800-874-2652
- Visiting: [Record suspensions - Canada.ca](https://www.parc.gc.ca/record-suspension/index-eng.php)

Waiting periods:

Court Disposition	Waiting Period
Stay of Proceedings	One year
No Charge Laid	One year
Withdrawn	One year
Dismissed	One year
Acquitted	One year
Not Guilty	One year

ARE ALL REQUESTS FOR DESTRUCTION OF IDENTIFICATION DOCUMENTS AUTOMATICALLY GRANTED?

Each application receives a careful review based on its specific circumstances. While many requests may be approved, some may be denied, as police agencies are not required by law to destroy identification documents that were lawfully obtained.

WILL THIS PROCESS INCLUDE DESTRUCTION OF IDENTIFICATION DOCUMENTS HELD IN OTHER CITIES?

If you have non-conviction records with other police agencies, you will need to submit a separate destruction request to each agency, as requests can only be processed by the police service that collected the information.

IF MY DESTRUCTION REQUEST IS GRANTED, WILL THIS PROCESS REMOVE ALL INFORMATION PERTAINING TO MY INCIDENT(S)?

If your request is approved, the following information will be destroyed:

- Identification records collected at the time of your arrest, including fingerprints and photographs.
- Criminal record information related only to Central Saanich Police Service charges that is contained in the Canadian Police Information Centre (CPIC) database.

Please note that this process does not remove:

- Police investigative files created as part of the incident. These records will continue to be retained by the police in accordance with record retention requirements.
- Court records and the results of court proceedings, which will remain in the court's database.

HOW DO I MAKE APPLICATION FOR DESTRUCTION OF MY IDENTIFICATION DOCUMENTS?

Complete the Application for Destruction of Fingerprints and Photograph form and bring two pieces of identification to:

Central Saanich Police Services Front Counter

Monday to Thursday - 830am-430pm.

1903 Mt. Newton Cross Rd.

Saanichton, BC

One piece of ID must be government-issued photo identification.

The Central Saanich Police Service will provide a confirmation letter once the RCMP Central Repository in Ottawa has been updated and the request finalized.

For more information, please contact records@cspolice.ca or call 250-652-4441 ext. 2.