

## Who can I talk to about getting a record suspension (pardon)

Contact your **John Howard Society of Kingston** for assistance with the record suspension process for a small consultation fee

**613-542-7373**

visit our website for more information and services  
<http://www.johnhowardkingston.ca>

## Helpful information

Pardon Application Guide and Form

National Parole Board

[www.npb-cnlc.gc.ca](http://www.npb-cnlc.gc.ca)

Or request these documents in writing from:

National Parole Board

Ontario office

516 O'Conner Drive

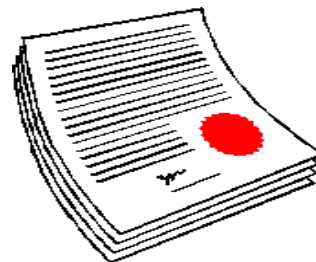
Kingston ON K7P 1N3



**IMPORTANT:** Applications received on or before March 12, 2012, will be accepted for processing under the former **Criminal Risk assessment (CRA)**, as long as they are deemed to be eligible and complete by the **Parole board of Canada (PBC)** at the time of receipt. All applications received as of March 13, 2012, are subject to the requirements under the new CRA.

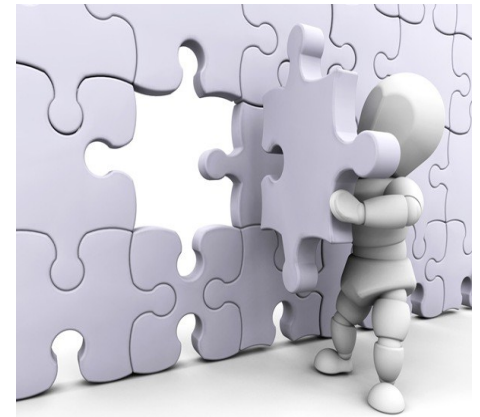
All applications received as of March 13, 2012, deemed to be eligible and complete, and accepted for processing, will be processed as a "record suspension" under the new CRA.

For more information on the new pardons process or about bill C-10 go to the correctional service Canada website at <http://www.csc-scc.gc.ca> And the parole board of Canada website at <http://pbc-clcc.gc.ca/pardons/c23b-eng.shtml>



**JohnHoward**  
SOCIETY OF KINGSTON & DISTRICT

## New Pardons Procedure and Policy Guidelines for Record Suspension



771 Montreal Street  
Kingston, ON  
K7K 3J4

Phone: 613-542-7373  
Fax: 613-542-2733  
Toll Free: 1-888-325-7930

## What is a Record Suspension (pardon)?

A record suspension (pardon) allows people who were convicted of a criminal offence, but have completed their sentence and demonstrated they are law-abiding citizens, to have their criminal record kept separate and apart from other criminal records. It is issued by the federal government. This means that any search of the Canadian Police Information Centre (CPIC) will not show that you had a criminal record, or that you were issued a record suspension (pardon).

### Old pardon Process

- Serve your sentence /disposition (fine or jail time)
- Wait 3 years before you can apply for a summary offense after you complete your sentence/ disposition
- Wait 5 years before you can apply for an indictable offense after you complete your sentence/disposition
- Cost \$150
- Social assistance could assist with paying for pardon
- Process goes through the courts RCMP and local police
- 6-9 months to obtain proper documentation depending the backlog with the RCMP, courts and local police

## New Record Suspension (pardons) process

- Name will be changed from a pardon to **record suspension**
- Serve your sentence (fine or jail time)
- Wait **5** years before you can apply for a summary offence after sentence or disposition
- Wait **10** years before you can apply for an indictable offence after sentence or disposition
- Cost \$631 for a standard record suspension.
- Social assistance will no longer cover the cost to acquire a record suspension
- If you have committed **3 indictable offenses or a sexual offence involving a minor** you cannot apply for a record suspension
- Process goes through the courts ,RCMP and the local police
- Process can take 6-9 months to obtain proper documentation depending on how busy the courts, RCMP and the local police are and up to 6 months to receive a decision regarding your record suspension

## How Long Before I Receive My Record Suspension?

Canadian Pardon Services may take up to 6 – 9 months to get the proper documentation to apply for your pardon. Waiting periods may be affected depending on the work load of the Courts, RCMP and local police authorities.

After the proper documentation is gathered, your application is then sent off to the National Parole Board where “it may take 12 - 18 months to obtain your pardon depending on the type of offence and the documentation that is required. The processing time will vary in each case. Some have taken longer than 18 months to process.” – National Parole Board

