

**Guelph Police Service**

PRIDE SERVICE TRUST

**LOCAL FILE CLOSURE
APPLICATION FORM**Please refer to the *Local File Closure Procedure* for information about this process.

PERSONAL INFORMATION					
Surname		First Name		Middle Name	
Contact Telephone Number			Date of Birth (mandatory)	YYYY	MM DD
Address	Number/Unit	Street	City	Prov.	Postal Code
Email:					
CHARGES					
Final Court Date	Court Location	Charge		Disposition	
CONSENT FOR LOCAL FILE CLOSURE					
I hereby request the Guelph Police Service to consider closure of my local file 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.					
Date _____, 20____		Signature of Applicant _____			
MM/DD					
PAYMENT RECEIVED					
Cash Receipt # _____		Business or Certified Cheque # _____		Money Order _____	
Visa _____		Visa Debit _____		Mastercard _____	
		*We do not accept personal cheques			
Credit Card # _____ / _____ / _____ / _____		Expiry Date ____ / ____ (MM/YY)			
Signature _____					
FOR POLICE USE ONLY					
Action	Action Processed By:		Date (YY/MM/DD)		
Request Approved					
Request Denied					
Decision Letter Sent					
Requested Submitted to RCMP					
Fingerprints Received from RCMP					
Sealing Completed					
Sealing Letter Sent					
Queries	Comments				
CPIC					
CRII					
CRS					
Local					

Submit request to:
15 Wyndham Street South, Guelph, Ontario, N1H 4C6
Attn: Manager, Data ServicesPlease visit our website at www.guelphpolice.ca or call (519) 824-1212, ext. 7562 or 7412 for more information.