



**POLICE**  
CITY OF BELLEVILLE

REQUEST FOR  
FINGERPRINT/PHOTOGRAPH  
DESTRUCTION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

CHARGE(S): \_\_\_\_\_

DATE OF SENTENCE: \_\_\_\_\_  
(approximate if not known)

**ELIGIBILITY REQUIREMENTS FOR FINGERPRINT AND PHOTOGRAPH DESTRUCTION**

\* Records to be destroyed are limited to fingerprints and photographs and does NOT include incident/arrest report on file with Belleville Police Service. The destruction of fingerprints and photographs may not impact the information included on a Police Record Check.

\* The timely destruction of fingerprints and photographs are subject to the operational and administrative needs of the Service.

IF YOU HAVE BEEN CONVICTED OF AN OFFENCE, YOU CANNOT APPLY.

**Eligibility Requirement for Individual:**

\* Have NOT previously applied for a destruction of fingerprints/photograph, including applications that are currently being processed, appealed and/or granted. \* Have NOT been investigated in relation to a police matter AND \* If charge subject to this request, does NOT involve, but is not limited to, offences involving Sex, Drugs, Violence or Weapons.

**Eligibility Requirement for Charge related to this Request:**

\* If you meet the above requirements, you may have your fingerprints and photograph destroyed if the following time frame has elapsed:

STAYED CHARGES- At least **one (1) year** has elapsed from the date the stay was imposed (applies to judicial and prosecutorial stays) - **\$38 fee**

CONDITIONAL DISCHARGE - After **three (3) years** from the date of completion of sentence - **\$38 fee**

ABSOLUTE DISCHARGE - After **one (1) year** from the date of the disposition

ACQUITTAL - Other than by reason of a verdict of not criminally responsible on account of mental disorder after two (2) months after the expiration of the time allowed for the taking of an appeal or when an appeal is taken, three (3) months after all appeal proceedings have been completed

WITHDRAWN OR DISMISSED - Other than by acquittal - **thirty (30) days** (appeal period) from disposition date

WITHDRAWN - PEACE BOND - Upon expiry of the bond, normally **one (1) year** from disposition

WITHDRAWN - DIVERSION - After **two (2) years** from the date of Diversion

NO FEE

**By signing below, I am verifying that I have reviewed and understand all eligibility requirements for destruction. No refunds will be granted, under any circumstances.**

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

FOR INTERNAL USE ONLY

IDENTIFICATION VERIFIED BY:

NAME: \_\_\_\_\_ BADGE: \_\_\_\_\_

DATE: \_\_\_\_\_

NOTES: \_\_\_\_\_

\*two (2) pieces of identification (one with photo) must be photocopied and attached.