

# Application to Unseal Adult Criminal File for Travel

Canada: Province of British Columbia

Registry Location:
DOB

## APPLICANT (Offender)

Name: SURNAME \_\_\_\_\_ GIVEN NAME \_\_\_\_\_

Residential address: STREET \_\_\_\_\_ CITY/MUNICIPALITY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

British Columbia Telephone HOME ( ) \_\_\_\_\_ BUSINESS ( ) \_\_\_\_\_

Mailing address:  check box if same as residential address or provide  
STREET \_\_\_\_\_ CITY/MUNICIPALITY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

British Columbia \_\_\_\_\_

Name of Agent for Applicant \_\_\_\_\_ TELEPHONE No. ( ) \_\_\_\_\_

## An application is made to:

- obtain a copy of the Applicant's pardoned/suspended file for travel purposes (i.e., US Entry Waiver)

## List of Convictions

- Attached  
 Described below

Conviction Date(s)	File Number(s)	Conviction(s)

Dated \_\_\_\_\_  
at \_\_\_\_\_  
British Columbia

Signature of applicant
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- Application granted  
 Application denied for the following reason (s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated \_\_\_\_\_  
at \_\_\_\_\_  
British Columbia

Signature of Justice of the Peace in and for the Province of British Columbia
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# INFORMATION SHEET

## APPLICATION TO UNSEAL ADULT CRIMINAL FILES FOR TRAVEL

If you are convicted of a crime when you are 18 or older, that information will be recorded in a permanent criminal record. If you later apply and receive a pardon or record suspension, your criminal record may be sealed so it cannot be accessed. Your record may also be sealed after a period of time if you are sentenced to an absolute or conditional discharge for an offence.

However, you may find it necessary to unseal your criminal record in order to apply to enter the United States (US). This information sheet explains how to have your record of BC Provincial Court convictions or discharges unsealed in order to make a Waiver Application to enter the US.

### Two ways to apply:

1. Appear in person with government-issued photo identification at the Registry (the records office) of a courthouse where you received your sentence and request copies of your sealed Court documents. Find the location of all Provincial courthouses in BC here: <https://www2.gov.bc.ca/gov/content/justice/courthouse-services/courthouse-locations>
2. If you are unable to attend that Court Registry, you may apply to the Registry (the records office) of the courthouse where you received your sentence **by mail**. Applicants with convictions at multiple registry locations need to submit **one separate application to each registry location** (where convictions were entered).

### Application Checklist

- a. A certified true copy of government issued ID (such as a current Driver's License or Passport) notarized by a Notary Public or lawyer.
- b. A Written Application to Unseal File Form signed by the Applicant.
- c. A list of your criminal convictions showing the date at that specific court registry location. (List your convictions on a separate page or provide a copy of the "Schedule of Offence(s) Respecting a Pardon Under the Criminal Records Act" from the Parole Board of Canada".)

If an agent is acting on your behalf, you must indicate that on the form (by completing "Name of Agent for Applicant" on the form and signing the form to authorize the agent acting on your behalf).

All documents must be received by mail (not by email or fax)

Note: This process applies only to convictions in the British Columbia Provincial Court.

## **When an Application is made, what happens next?**

If the application and supporting documents are complete, they will be put before a Justice of the Peace for review. If granted, Registry staff will unseal and mail the records to you.

If the application and supporting documents are not complete, or if there is a reason that the application cannot be granted, the application and supporting documents will be returned to you or your agent. Applicants will need to resubmit a new application.

*This provides general information only and should not be used as authority in court proceedings or as a substitute for legal advice*