



# REQUEST FOR THE DESTRUCTION OF CASE FILE – CITIZEN

IDENTIFICATION OF THE APPLICANT WHO ASKS FOR THE DESTRUCTION OF CASE FILE			
<input type="checkbox"/> MR	SURNAME		
<input type="checkbox"/> MRS			
GIVEN NAME			DATE OF BIRTH (yyyy-mm-dd)
CIVIC NUMBER	<input type="checkbox"/> AVENUE <input type="checkbox"/> STREET <input type="checkbox"/> BOULEVARD	APARTMENT	CITY
			POSTAL CODE
RESIDENCE PHONE		WORK PHONE	CELLULAR

IDENTIFICATION OF MONTREAL POLICE SERVICE CASE FILE	
1 - CASE NUMBER AND CONCERNING CHARGE	EVENT (OR INCIDENT) NUMBER
DATE OF SENTENCE (yyyy-mm-dd)	COURT
2 - CASE NUMBER AND CONCERNING CHARGE	EVENT (OR INCIDENT) NUMBER
DATE OF SENTENCE (yyyy-mm-dd)	COURT
3 - CASE NUMBER AND CONCERNING CHARGE	EVENT (OR INCIDENT) NUMBER
DATE OF SENTENCE (yyyy-mm-dd)	COURT

IF THE SPACE IS INSUFFICIENT, JOIN A SEPARATE SHEET.

SUPPLEMENTARY INFORMATION (IF NECESSARY)

**IMPORTANT :** IN ORDER FOR US TO PROCESS YOUR REQUEST AND ALSO TO CONFIRM YOUR IDENTITY, YOU MUST ATTACH A PHOTOCOPY OF TWO (2) DOCUMENTS TO THIS FORM. ONE OF THE DOCUMENTS MUST HAVE A PHOTOGRAPH, BE IT A DRIVER'S LICENCE, A MEDICARE CARD OR A PASSPORT, THE COPIES WILL BE DESTROYED AFTER BEING USED SOLELY FOR THE PURPOSE OF IDENTIFICATION. FAILURE TO PROVIDE THE ABOVE MENTIONED DOCUMENTS WILL PREVENT US FROM FOLLOWING UP ON YOUR REQUEST, WITHOUT FURTHER NOTICE.

SEE PROCEDURE OVERLEAF

SIGNATURE OF APPLICANT	
	DATE (yyyy-mm-dd)

RÉSERVÉ À L'USAGE EXCLUSIF DU SPVM		
NUMÉRO SPVM	DPE	DATE DE RÉCEPTION (aaaa-mm-jj)
NUMÉRO FPS	DCJ	MATRICULE / NOM DU POLICIER QUI A TRAITÉ LA DEMANDE



#### GENERAL INFORMATION

The file you wish to have destroyed must have been initiated through accusations by the Service de police de la Ville de Montréal (SPVM). If this is not the case, you must address your request to the Police Department concerned.

Your request can only be considered two (2) months following the final judgement. In other words, that no motion by way of appeal has been filed, and until the appeal period legislated timeline of 30 days has expired.

If you were granted an absolute discharge, you must wait one (1) full year following the verdict date to request your file disposal.

If you were granted a conditional discharge, you must wait three (3) full years following the verdict date to request your file disposal.

If you were granted a recognizance acquittal 810 C.cr., or conditionally in the respect of any other judicial order, you must await the expiration of the 810 C.cr. period or other order before requesting your file disposal.

#### PROCEDURE

Complete the form "Request for the destruction of case file".

Attach RECORD OF THE COMPLETE ACTS AND PROCEEDINGS COURT TRANSCRIPT of your case to the request, or a copy of the STATEMENT (MINUTES) pertaining to the case to be destroyed. The document must bear the following information:

- Case number;
- Date and place where the case was adjudicated;
- Description of the violations and adjudication for each count of indictment.

You can get the complete acts and proceedings court transcript of your case or the statement (minutes) pertaining to your case (where you initially appeared):

- **COUR DU QUÉBEC, CHAMBRE CRIMINELLE ET PÉNALE** : 10, rue St-Antoine Est, Montréal ou 1, rue Notre-Dame Est, Montréal;
- **COUR DU QUÉBEC, CHAMBRE DE LA JEUNESSE** : 410, rue Bellechasse, Montréal;
- **COUR MUNICIPALE DE MONTRÉAL** : 775, rue Gosford, Montréal.

Other municipal courts - points of service:

- **POINT OF SERVICE – EASTERN MONTREAL**: Place Versailles, 7275, rue Sherbrooke Est, 2<sup>e</sup> étage, bureau 2202, Montréal;
- **POINT OF SERVICE – NORTHERN MONTREAL**: 1405, rue de l'Église, Arrondissement de Saint-Laurent;
- **POINT OF SERVICE – SOUTHERN MONTREAL**: 7777, boulevard Newman, bureau 301, Arrondissement de LaSalle;
- **MAIN COURTHOUSE**: Édifice Chaussegros-de-Léry, 303, rue Notre-Dame Est, Montréal.

#### EXCEPTIONS

It is not required to provide a case complete acts and proceedings or copy of the statement (minutes) in the following cases:

- CASE FILE WITH NON-JUDICIAL PROCEEDINGS;
- CASE FILE REFUSED IN COURT;
- CASE FILE PRIOR TO 1994 AT A MUNICIPAL COURT.

If it concerns a case file with non-judicial proceedings, indicate it in the field *supplementary information* of the form "Request for the destruction of case file" and attach a copy of the court confirmation letter.

If it concerns a case file refused in court or a case file prior to 1994 at a municipal court, indicate in the field *supplementary information* of the form "Request for the destruction of case file" as much information as possible regarding yourself, the charge details, the address where the event took place, the concerned court, the adjudication date, the event (or incident) number corresponding to the police report.

#### SHIPPING ADDRESS

**PLEASE TAKE NOTE THAT YOU HAVE TO SEND YOUR REQUEST EXCLUSIVELY BY MAIL AND THAT NO SERVICES WILL BE OFFERED TO ANYONE PRESENTING THEMSELVES AT THE ADDRESS BELOW.**

**SERVICE DE POLICE DE LA VILLE DE MONTRÉAL  
DESTRUCTION OF FILES  
7700, BOUL. LANGELIER, 2<sup>E</sup> ÉTAGE  
MONTRÉAL QC  
H1S 2Z6**

**A LETTER CONFIRMING DISPOSAL OF YOUR CASE FILE OR DISMISSAL OF YOUR REQUEST WILL BE FORWARDED AT THE VERY END OF THE PROCESS.**