



## College of Pharmacists of Manitoba

200 Tache Avenue, Winnipeg, Manitoba R2H 1A7

Phone (204) 233-1411 | Fax: (204) 237-3468

E-mail: [registration@cphm.ca](mailto:registration@cphm.ca) | Website: [www.cphm.ca](http://www.cphm.ca)

# CRIMINAL RECORD CHECK SUBMISSION PROCESS

All pharmacy student, intern, pharmacy technician, and pharmacist applicants must submit current Criminal Record, Vulnerable Sector Search, and Adult and Child Abuse Registry Checks. Please follow the steps below in order to submit your criminal record check to the College:

1. When you receive a notification via email that your criminal record check is ready, you must login to your municipality's police agency portal. Here are the links for the Province of Manitoba:

- [Altona Police Service](#)
- [Brandon Police Service](#)
- [Manitoba First Nations Police Service](#)
- [Morden Police Service](#)
- [Rivers Police Service](#)
- [Sainte-Anne Police Service](#)
- [Winkler Police Service](#)
- [Winnipeg Police Service](#)

2. Just below your criminal record application, you will see the SHARE option

***This document is not shared*** - you have ***not*** provided consent to share this document.  
Click the "share" icon to provide consent and configure access/security.






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3. You will be directed to a SHARE setting page. **Focus on SECTION A only** and tick on the “YES” radio button

**Share (consent/settings)**

By providing your consent, you are allowing others (to which you email the details indicated below) to securely view the results of your police check.

The individual(s) you email will need to enter the required details before being able to see your completed police check (the same PDF document that you downloaded and reviewed before providing this consent).

This consent can be revoked by you at any time by selecting "No" on this screen and saving your choice.

**Instructions:**

1. Provide consent in section A;
2. Optionally - Provide enhanced security passphrase in section B; **(\*\*\* recommended \*\*\*)**
3. Submit consent;
4. Details needed by the other person will be displayed in section C after consent submitted.

**A) Consent to Share**

By checking this option and saving my selection, I knowingly agree that individuals to whom I provide sufficient details to, will be able to download my completed police check.

I further understand that I can revoke this consent at any point by selecting "No" and saving the details.

\* Consent: ☒ Yes ☐ No



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4. Click the **SAVE CONSENT SETTINGS** button on the bottom of the page:

**C) Details (TO BE SECURELY PROVIDED TO ANOTHER PERSON)**

This will provide further information when consent is submitted.

**Save Consent Settings >>>**

5. The page will refresh with details on Section C. You must **copy and paste** the entire section on a new email.

**C) Details (TO BE SECURELY PROVIDED TO ANOTHER PERSON)**

Please create a new email to the organization/employer/person to be given access to the results of your police check, and let them know they can access the results by taking the following actions (for ease, copy and paste):

- Website:** <https://www.policesolutions.ca/checks/services/winnipeg/results.html?doc=XXXXXXXXXXXXXXXXXXXX>
- Document:** 470ae9e802d5ae3714938bd8676579ca

For security, we recommend separately communicating the following information:

- PIN:** ab12c3de

The person will also be asked to provide the correct details to one (1) of the following items you entered on the demographics page. Please communicate all information below as they may be asked any one randomly:

- Date of Birth:** 1900-01-01



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**NOTE:** Please be advised that the College will NOT accept screenshot or picture copy of the above.

6. Send this to [registration@cphm.ca](mailto:registration@cphm.ca) and ensure the subject line is “**Criminal Record Check + Your Full Name + Licence # (if applicable)**”  
**CRIMINAL RECORD CHECK – JOHN SMITH #12345**

NOTE: You cannot print this document yourself and submit to the College. You must follow the sharing instructions online.

### **REFERENCES:**

Police Solutions Canada

- ✓ <https://www.policesolution.ca/crc-links/>

Criminal Record, Vulnerable Sector Search, and Adult and Child Abuse Registry Checks

- ✓ <https://cphm.ca/professional-registration/record-and-registry-checks/>

**If you have any questions or concerns, please email [registration@cphm.ca](mailto:registration@cphm.ca). Thank you.**