



**PROVINCIAL OFFENCES OFFICE
WINDSOR / ESSEX**

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REQUEST FOR COPIES / SEARCH / RECORD OF CONVICTION

TODAY'S DATE: _____

DEFENDANT:

LAST NAME:

FIRST NAME:

DATE OF BIRTH: (DD/MM/YYYY)

DRIVER'S LICENCE NUMBER:

INFORMATION / OFFENCE NUMBERS:

CONVICTION DATE:

PENDING COURT DATE:

OFFENCE DESCRIPTION:

REQUESTED BY:

LAST NAME:

FIRST NAME:

ADDRESS:

REASON FOR REQUEST:

REQUESTER'S SIGNATURE:

TELEPHONE NUMBER:

THE FOLLOWING FEES ARE PAYABLE UPON REQUEST:

- DOCUMENT NOT REQUIRING CERTIFICATION \$5.00
- DOCUMENT REQUIRING CERTIFICATION \$10.00
- SEARCH FEE - \$50.00 PER SEARCH
- RECORD OF CONVICTION - \$25.00

CARDHOLDER'S / PAYOR'S INFORMATION:

NAME: _____

ADDRESS: _____

- CERTIFIED CHEQUE / MONEY ORDER VISA MASTERCARD

PLEASE MAKE CHEQUES OR MONEY ORDERS PAYABLE TO: "CITY OF WINDSOR"

AUTHORIZED AMOUNT
\$

CARD NUMBER

CARD EXPIRY DATE: MONTH YEAR

CARDHOLDER'S SIGNATURE

NOTE:

Your request will be processed as time permits, approximately 6 to 8 weeks. Please ensure the address is as complete as possible, as the information will be forwarded to the requester by regular mail. (rev. 01/18)