

## Protocol application form for a private educational institution



We are sending you this application form for a judicial record check or “protocol.” This protocol is similar to the agreement in Schedule 1 of the administrative guide designed by the Ministère de l’Éducation, du Loisir et du Sport, which you can find at this address:

[http://www.mels.gouv.qc.ca/publications/AntecedentsJudiciaires/AntecedentsJudiciaires\\_a.pdf](http://www.mels.gouv.qc.ca/publications/AntecedentsJudiciaires/AntecedentsJudiciaires_a.pdf)

Division de l’information policière  
(DIP)  
5967, de Verdun  
Verdun (Québec)  
H4H 1M5

To prepare the protocol, we ask you to provide the following information:

Name of the institution:

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Address:

Phone: ( )

Fax: ( )

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### PERSON RESPONSIBLE FOR JUDICIAL RECORD CHECKS:

First name :

Last name:

Title:

Phone: ( )

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SUBSTITUTE: Optional (if the person responsible is unable to act)

First name:

Last name:

Title:

Phone: ( )

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The above-named people will be our contact people in your organization and will be responsible for managing all judicial record declarations.

We will send you a schedule of possible dates for the signature of the protocol. The people named above will have to attend this meeting. They will also have to present a resolution or letter from the institution designating them as the person responsible and the substitute, and authorizing them to sign the protocol on behalf of the institution.

Please return this document, duly completed, by fax, mail or email to:

Sylvie Bujold  
Section Vérification des antécédents

[protocoles.entente@spvm.qc.ca](mailto:protocoles.entente@spvm.qc.ca)

5967, de Verdun

Verdun, Québec

H4H 1M5

Phone: (514) 280-0002

Fax: (514) 280-9056