



Applicant Instructions to Completing the OACP Forms

Please read this document thoroughly to ensure your required forms are submitted correctly. This will help avoid any delays in processing your file into the next step of the OACP Certificate process.

Requirements:

- Please sign and email the Consent & Release of Liability and Applicant Code of Conduct forms to: forms@oacpcertificate.ca
- The Consent & Release of Liability form must be signed by a witness and dated
- The witness does NOT have to be a guarantor; it can be any friend or family member who signs as a witness
- A witness signature is not required for the Applicant Code of Conduct form
- The signature may be handwritten or electronically signed
- Both forms must be submitted as a scanned PDF file with all pages attached
- Please note we only accept the documents provided in the email package you received.

The following submissions will not be accepted:

- We do not accept the forms as image files converted to PDF.
- We do not accept the forms submitted through any cloud services.
- We do not accept the forms as a ZIP file.
- We do not accept the Consent & Release of Liability form if it includes your year of birth or SIN.
- We do not accept consent forms from previous years nor previous testing administrators.
- We do not accept misspelt or incomplete names.

Filling the OACP Forms by Hand:

- The handwritten forms must be scanned using a printer (mobile device scans are not accepted) and submitted as a PDF file.

Filling the OACP Forms Electronically:

- Avoid completing the forms through your web browser as it will not save.
- These forms contain fields that you can select or fill in. Please use the provided fields to ensure that these forms are filled correctly and to avoid processing delays. These fields appear with a coloured background (usually a light blue). Click within these fields to fill with text.
- Please ensure you save the forms once it has been completed as a new document.

Digital Signature:

To electronically sign and submit your required OACP forms without printing and scanning, you would require Adobe Acrobat Reader program which is available for free and can be downloaded directly from the Adobe website.

Adobe Acrobat Reader can be downloaded here: <https://www.adobe.com/ca/acrobat/pdf-reader.html>

To create a Digital ID signature:

- Click on the signature field and a new window will pop up.
- Select **Configure Digital ID**
- Here you can choose to use an existing signature or **Create a new Digital ID**. Once you have made your selection click **Continue**.
- Choose where to store your new ID. You can either store it as a **file on your computer** or in the **Window Certificate store**. Both are password protected. Click **Continue**.
- Fill the following form. Only the name, email and Country/Region are required. You may leave the other fields as is. Once filled click **Continue**.
- Create a **password** for your Digital ID. Your password must be at least 6 characters. Click **Save**.
- Once your Digital ID has been created a window will then pop up allowing you to select a Digital ID. Select the appropriate ID and click **Continue**.
- Enter your password and click **Sign**.

Acceptable Signatures

John Smith
Candidate's Name (Please Print)

John Smith Digitally signed by John Smith
Date: 2022.06.16 15:40:54
+04'00'
Candidate's Signature

June 16, 2022
Date of Candidate Signature

Digital ID

John Smith
Candidate's Name (Please Print)

John Smith
Candidate's Signature

June 16, 2022
Date of Candidate Signature

Electronically drawn with mouse cursor

John Smith
Candidate's Name (Please Print)

John Smith
Candidate's Signature

June 16, 2022
Date of Candidate Signature

Handwritten and scanned as a PDF file

Unacceptable Signatures

John Smith
Candidate's Name (Please Print)

John Smith
Candidate's Signature

June 16, 2022
Date of Candidate Signature

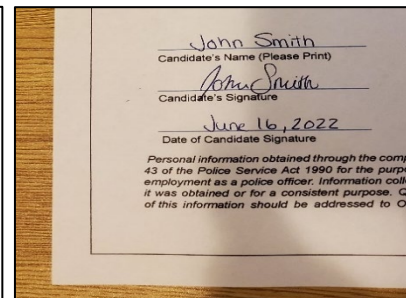
Typed

John Smith
Candidate's Name (Please Print)

John Smith
Candidate's Signature

June 16, 2022
Date of Candidate Signature

Typed



John Smith
Candidate's Name (Please Print)

John Smith
Candidate's Signature

June 16, 2022
Date of Candidate Signature

Personal information obtained through the comp 43 of the Police Service Act 1990 for the purpo employment as a police officer. Information colli it was obtained or for a consistent purpose. O of this information should be addressed to O

Photo of forms attached as an image file or converted to PDF

John Smith
Candidate's Name (Please Print)
Must include first, middle(s) and last names

John S.
Candidate's Signature

16-Jun-2022
Date of Candidate Signature (dd/mmm/yyyy)

Misspelt or incomplete names