

Authorization Form to Release Expungement of Criminal Records Letter

Address:

The Customer Care Manager:

The purpose of this authorization is to grant permission to a designated person or company to collect my **Outstanding Case Letter** ☐ **Decision letter** ☐ **Processing letter** ☐ **No Conviction Letter** ☐ from the Ministry of Justice.

I, _____ (Full Name of Applicant), hereby authorize
_____ (Designated Person or Company) to collect my
Outstanding Case Letter ☐ **Decision Letter** ☐ **Processing Letter** ☐ **No Conviction Letter** ☐ on my behalf.

Details of Designated Person or Company:

Identification Type: Passport ☐ Driver's License ☐ Voter's ID ☐ Employment ID ☐ NIDS Card ☐

Please note that the employment ID will only be accepted if provided by a representative of a designated company. In addition to the employment ID, a valid government ID will also be required for verification purposes.

Identification Number: _____ Expiry Date: ____ / ____ / ____ Contact Number: _____

Waiver of Liability:

I confirm that I understand and acknowledge the effect of this authorization and absolve the Ministry of Justice from any liability for the release of the letter to the designated person or company and the Ministry bears no further responsibility for its safekeeping or delivery to me.

Signature of Applicant: _____

Date: _____

Contact Number: _____

FOR OFFICIAL USE ONLY

The following documents were submitted/presented:

- ☐ A certified copy/original of the Applicant's valid government issued identification.
- ☐ The designated company/person's valid government issued identification.
- ☐ The designated company representative's valid employee identification.