

Direction Sheet for a Criminal Record Search



City of Mississauga
Transportation & Works Department
Enforcement Division, Business Licensing
300 City Centre Drive, Ground Floor
Mississauga, ON L5B 3C1
Fax No. 905-615-3374
www.mississauga.ca/enforcement

Applicants for certain types of business licences to be issued at the City of Mississauga Compliance & Licensing Section of Enforcement Division must provide a Police Criminal Record Search. Residents in the Region of Peel can obtain this document from Peel Regional Police. The following directions are provided to assist in completing these necessary steps of the licensing process:

Please note that police criminal record searches issued more than thirty days from the date of a business license application and from third party sources are not acceptable.

1. To request a Peel Regional Police Criminal Record Search, attend the reception area of **Records Services, Peel Regional Police – Headquarters** (905)453-3311, located at 7750 Hurontario Street, Brampton, ON Monday to Friday 8:00am – 6:00pm, Saturday 9:30 a.m. - 4:30 p.m., or **Square One Community Station** (905)453-2121 at 100 City Centre Dr. Mississauga ON., is open Monday to Friday between 10:00 a.m.-5:00 p.m., Saturday closed. Contact phone number provided to confirm hours of operation. You will be required to pay their processing fee. Payment can be made by cash, debit or credit card. In most cases the form will be completed while you wait.
2. Two (2) pieces of identification must be shown at the time you request the Police Criminal Record Search. One (1) piece of identification must have your full name and date of birth on it, e.g.: Driver's Licence, Birth Certificate, Citizenship Card, etc. The second piece of identification should be a Photo I.D. or one with your current address.
3. The original Police Criminal Record Search can be delivered by mail or in person to licensing staff at the City of Mississauga Business Licensing Office, ground floor of the Mississauga Civic Centre.
4. If the Police Criminal Record Search meets with the approval of the City of Mississauga and all other requirements pertaining to your application have been met, then the business licence will be issued.

Applicants residing outside of the Region of Peel may obtain a Police Criminal Record Search from the Police Services in the area that they reside. Peel Regional Police will not accept an application for a Police Criminal Record search for non-residents.

BUSINESS LICENCE APPLICATION DOCUMENT REQUIREMENT LIST

To complete the application for the business licence that you are applying for, you must provide copies of the items indicated with a check mark below:

Completed Application	
Articles of Incorporation – whole document	
Master Business Licence (Business Name Registration) – valid not expired	
Region of Peel Health Clearance	
Zoning Certificate of Occupancy / Building Permit – 3 rd floor, parking Elevators	
Committee of Adjustment – minor variance	
Completed Police Criminal Record Search – not older than 30 days/ not from third party sources – see information on reverse side	
Medical Certificate of Fitness – not older than 30 days	
Letter of Authorization – appointing agent	
Form 1, Initial Return/Notice of Change (e.g., when a corporation changes its address or any information concerning its directors or officers, S.4 (1) of the <i>Corporations Information Act</i>).	
Schedule 546 - Annual Return For Ontario Corporations	
Form 22 , Section 263 of the Canada Business Corporations Act – Annual Return for Federal Corporations	
Certificate of Qualification – Provincial Trade Licence	
Current Trade licence another municipality	Y N
Written Test Required	Y N
Letter of Employment	
Current T.S.S.A. Amusement Device Permit for each ride	
Current T.S.S.A. Amusement Device License	
Security Deposit (Pawnbrokers only) - \$2,000.00	
Certificate of Insurance	

Certificate of Insurance to be endorsed to the City of Mississauga to indicate that the City of Mississauga shall be given at least ten (10) days notice in writing of any cancellation, expiration or variation in the policy and ensuring the amount set out below (exclusive of interest and cost) against loss or damage which results in bodily harm to or death of one or more persons and loss of property resulting from any accident.

Trades - Minimum \$1,000,000.00 Liability

Carnivals - Minimum \$5,000,000.00

Circus - Minimum \$5,000,000.00

Second Unit, Personal Services Setting, Methadone Clinic, Medical Marijuana Production Facilities - \$2,000,000.00

Licence Type:

Fee: