

INSTRUCTIONS

1. Contributions may occasionally determine that an error has been made or an adjustment is required in returns previously submitted to Statistics Canada.
2. The Adjustment Form is provided as a convenient means of notifying Statistics Canada of changes in offences reported, unfounded, actual, cleared by charge or otherwise, adults charged, and young offenders.
3. A quantity of these forms will be supplied to each contributor annually. Additional copies will be provided on request.
4. The following are several examples of situations in which an Adjustment Form should be used to notify Statistics Canada of required changes in previously submitted returns:
 - (a) offence and/or persons data or traffic accident data was originally reported in the wrong classification;
 - (b) incorrect figures were reported in one or more columns;
 - (c) an offence originally recorded as unfounded is later determined to have been actual or, conversely, an offence reported actual is later proven unfounded;
 - (d) an offence reported cleared otherwise is later cleared by charge.
5. When submitting an Adjustment Form to Statistics Canada, contributors are requested to examine the form carefully before mailing to ensure the following required entries have been completed:
 - (a) name of contributing department is printed in the space provided;
 - (b) the return requiring adjustment is properly identified by indicating whether it is Form "C", or "T" and giving the month and year for which the return was originally submitted;
 - (c) offence classification is properly identified by giving both the offence number and classification in the appropriate space which is provided for reporting adjustments in Forms "C", and "T" under column 1. - Offences;
 - (d) final and complete figures are given in columns 2 to 11 inclusive, on Form "C" and columns 4 to 8 inclusive on Form "T".
 - (e) Adjustment Form is signed and dated.