

VOLUNTEER APPLICATIONS

Criminal Record Check, Police Information Check and Vulnerable Sector Screening

POLICE CHECKS FOR VOLUNTEERING

The organization you are volunteering with will specify what kind of police check you will require. Most organizations will require a vulnerable sector check for applicants who are seeking employment or volunteering work with vulnerable persons.

WHERE TO START?

Online	In Person
<p>You will need to provide two pieces of identification. Both should list your name, date of birth and address, and at least one must have a photo. A driver's license, passport, birth certificate and citizenship card are examples of ID.</p> <ul style="list-style-type: none"> • Visit the Hamilton Police Solutions website. • Click on the "Register for Your Police Background Check" button. • Fill out the Registration Account Information and click "Process My Registration." • Now, your Registration is complete. You must note your account information on the next page. Then, log in using the pre-generated username and password or click the log-in button. • Next, follow the self-prompted process of obtaining a police check. Make sure to select the correct type of Vulnerable Sector Scan (confirm type with the volunteer organization). • Pay online using Visa or MasterCard. • The police check will be mailed to the address you provide in the registration process in 14–20 business days. 	<p>In order to obtain a search, you will need to provide two pieces of identification. Both should list your name, date of birth and address, and at least one must have a photo. A driver's license, passport, birth certificate and citizenship card are examples of ID.</p> <ul style="list-style-type: none"> • Visit the Records Business Centre at 144 King William Street, Hamilton ON (8:30 a.m. – 6:00 p.m., Monday–Friday). • If your permanent residence is outside of Hamilton, you must show proof of temporary residence, allowing the police to waive the policy. If you are not temporarily residing in Hamilton, you must visit your local municipality for screening. • Fill out the screening form at the station. • Fee: \$15.00 for Criminal Record Check, \$20.00 for Information Check and \$25.00 for Vulnerable Sector Check

For more information on Police Screening Checks, visit the [Hamilton Police Service website](#).

VOLUNTEERING FOR INTERNATIONAL STUDENTS

Check with the organization to find out if you will require any of the following:



Work Permits

- Some volunteer placements may require you to have a work permit.
- Visit: “Volunteer Work Conducted on Foreign Students: When is a Work Permit and an ESDC Confirmation Required?”
 - www.canada.ca

Police Check

In Hamilton: Visit Central Station (155 King William St., Hamilton, ON L8R 1A7). You must bring:

- Proof that you are a student at McMaster (e.g., student card, transcript)
- Proof that you currently reside in Hamilton (e.g., rental statement showing your address)
- A letter from the agency you plan to volunteer, which proves that you will be volunteering with them.

If you have tried the above and cannot obtain a police check in Hamilton, you will need to obtain one from the RCMP.

TB Tests

Tuberculosis (TB) Skin Test: McMaster students can obtain a TB Skin Test through the [Student Wellness Centre](#) (MUSC B118).
Call: 905-525-9140 x27700

Note: You must have UHIP coverage or other Canadian provincial health insurance in order to access the services at the Student Wellness Centre.

