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VOLUNTEER APPLICATIONS: CRIMINAL RECORD CHECK, POLICE INFORMATION CHECK & VULNERABLE SECTOR SCREENING

WHY DO YOU NEED ONE?

There are many volunteer roles which involve working with individuals in the vulnerable sector (children, seniors, and people with disabilities). Volunteers must undergo careful screening prior to starting a position with this sector.

POLICE CHECKS FOR VOLUNTEERING

The organization you are volunteering with will specify what kind of police check you will require. Most will require **vulnerable sector checks**, which are restricted to applicants who are seeking employment or volunteering positions with vulnerable persons. These checks are more thorough, including a check into the pardoned sex offender database in addition to the basic screening.

WHERE TO START?

There are two ways to obtain a Vulnerable Sector Check: online or in person.

Online:

You will need to provide two pieces of identification. Both should list name, date of birth and address, and at least one must have a photo. Driver's license, passport, birth certificate, and citizenship cards are examples of ID.

- Visit the Hamilton Police Solutions Website:
<http://www.policesolutions.ca/checks/services/hamilton/index.php?page=vs>
- Click on 'Register for Your Police Background Check' on the right side of the webpage.
- 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, and then log in using the pre-generated username and password, or click the 'Log In' button at the bottom of the webpage.
- 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/MasterCard
- The police check will be mailed to the address you provide in the registration process, within 14-20 business days.

In Person:

In order to obtain a search you will need to provide two pieces of identification. Both should list name, date of birth and address, and at least one must have a photo. Driver's license, passport, birth certificate, and citizenship cards are examples of ID.

- Visit the Records Business Centre at 144 King William Street (M-F, 8:30am - 6:00pm).
- Bring both pieces of ID with you.

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- If your permanent residence is outside of Hamilton, it is necessary to 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, or print one out ahead of time and bring it with you (<http://www.hamiltonpolice.on.ca/NR/rdonlyres/D373731D-BAD6-4E10-9646-E5959D37E4BC/3234/101312SEP13CRIMINALRECORDCHECK.pdf> - right side of page).
- Be prepared to pay a fee: for volunteers with a letter of proof from the volunteer organization, the fee is \$15.00 for Criminal Record Check, \$20.00 for Information Check and \$25.00 for Vulnerable Sector Check. For all others, the fee is \$40.00. Wait 30 days for processing; you may be contacted and asked to provide additional information.
- A complete form can be mailed upon request (must be indicated when applying) or picked up from the station (two valid pieces of ID needed).

HOW LONG IS IT VALID FOR?

A police records check is only valid on the day it's been issued, as information can change from day to day. The organizations you are looking to volunteer with determine how recent your police check must be (usually from 3 months - 2 years recent). The organization will clarify how recent the vulnerable sector screening should be.

For more information on Police Screening Checks, visit <https://hamiltonpolice.on.ca/how-to/obtain-criminal-records-check>