



Complete Package Must Include:

- Consent Form (fill in one of the following forms):**
Please ensure all fields are filled in accurately & completely and are signed & dated.
 - LE219E – Criminal Record Check & Police Record Check
 - LE220E – Vulnerable Sector Check
 - LE213E – Non-Parent Custody

- Do you have a criminal record? You must fill in the following form:**
(If you cannot declare your charges, fingerprints will have to be taken)
 - LE229E – Declaration of Criminal Record

- 2 pieces of Identification (photocopied and verified by administrative staff)**
*One **must** be government issued **photo** ID – see acceptable pieces of ID below.*

- Agency / Organization Request Letter (if required).**
*Required for Vulnerable Sector Check & Non-Parent Custody applicants and all volunteers (regardless of type of check). Letters **MUST** be on agency letterhead, dated, include name of applicant, identify whether it is a volunteer or paid position, include description of duties, outline which vulnerable sector the applicant will be working with – elderly, disabled, child/youth, indicate what type of check is required (Vulnerable Sector Check, Non-Parent Custody or Criminal Record Check), and be signed by a manager/person requesting check.*

- Fee (if required)**
 - *Employment Records Check (all levels) - \$41.00 (exact cash or cheque payable to the “Neyaashiinigiing Police”).*
 - *Fingerprint fee (all levels) - \$90 (exact cash or certified cheque/money order payable to “Minister of Finance”).*
 - *Volunteer Records Check/Fingerprint (all levels) - No fee.*

Acceptable Pieces of ID:

Photo ID	Driver’s Licence	NEXUS Card
	Military Employment Card	FAST Pass
	Canadian Citizenship Card	CNIB Card (Canadian National Institute for the Blind)
	Indian Status Card	Ontario Photo ID Card (issued by the MTO)
	Passport	BYID Card (Bring Your Identification, issued by the LCBO)
	Permanent Resident Card	PAL (Possession & Acquisition Licence issued by the Chief Firearms Office)
Non-Photo ID	Birth Certificate	Canadian Blood Donor Card
	Baptismal Certificate	Immigration Papers
	Hunting Licence	Outdoors Card

We do NOT accept SIN or Health Cards as ID due to privacy legislation

WHAT CHECK DO I NEED?

Position (*depends on agency)	Criminal Record Check (Level 1)	Police Information Check (Level 2)	Vulnerable Sector Check (Level 3)	Fee \$41
Church or Food Bank Volunteer *		X	X	
College/University Placement *		X	X	X
Finance or Bank Teller		X		X
High School Co-op Placement *		X	X	
Hospitality or Roads Worker	X			X
Nurse or Teacher			X	X
Record Suspension/Pardon		X		X
Registering for Ontario School of Nurses or Teachers Association	X			X
School Bus or Taxi Cab Driver			X	X
Social Worker or PSW			X	X
Sports Coach or Trainer Volunteer			X	
Youth or Daycare Worker			X	X

PERSONS UNDER 18 YEARS:

Persons under the age of 18 years shall only be permitted to obtain a PRC for working or volunteering positions with the "Government". This does not include organizations receiving government funding such as schools, universities or hospitals. If your organization does not fall under the definition of Government, you are unable to receive youth records. To ask the applicant to disclose their youth record, the youth would be in violation of the YCJA.

WHY DO I NEED TO HAVE MY FINGERPRINTS DONE?

On July 19, 2010, the RCMP announced changes to the way that Pardoned Sex Offender Database checks would be conducted. Previously, a Vulnerable Sector (VS) query would only hit to a potential match based on an applicant's name and date of birth. Now, the Pardoned Sex Offender Database (PSOD) search is conducted two ways. First, it is queried against a potential name hit. Secondly, it is checked against a date of birth and gender match only, regardless of the name. The purpose of the RCMP making this change is to capture during a Vulnerable Sector search any pardoned sex offenders who have subsequently obtained a legal name change. The result of this is that a person who has the same date of birth and gender as a pardoned sex offender will also get a potential hit to the PSOD. Those people will also be required to submit fingerprints for processing, in order to confirm whether or not there is a pardoned sex offence on file.

As of late 2015, all fingerprints submitted to the RCMP are done electronically. If the query of the database indicates you need to be fingerprinted then you will need to attend at the detachment. Your thumbs and fingers will be placed on a scanner and your prints will be sent to the RCMP. Once they are submitted, a response is usually received within five to ten business days.

HOWEVER the RCMP indicates that fingerprint comparisons can take up to four to six months to complete and return to the detachment. Should you need to inquire about your prints before they are returned to the detachment, the RCMP can be reached at: 613-998-6362