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## Police Records Check Process For Applicants Living and/or Scouting in the Town of Caledon

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Applicants for Adult Membership in Scouts Canada, must provide to the Regional Scout Office, a **Police Records Check** prior to assuming a volunteer role and every three years thereafter. **A record of criminal convictions means the applicant will be ineligible for membership in the organization.** Many offences are pardonable and Scouts Canada respects said pardons. However a PRC may indicate a pardon with respect to a sexual offence which will make the applicant ineligible. Other information provided on the Police Record Check will also be considered in determining eligibility.

1. Complete the attached **“Consent to Disclosure of Personal Information Form”**. All information requested on the form **must be provided both on the front and back**. There is currently no charge for this service. If you are also volunteering for another organization you may wish to pay the \$5.00 fee to obtain an extra copy of your police check. This could potentially speed up the process by eliminating duplicate applications. The signature of the Organization Witness can be that of the Group Chair, Support Scouter or Area Commissioner, as appropriate.
2. Complete the reverse side (page 2) of the “Request for Vulnerable Sector Screening Check” to accompany the Consent to Disclosure of Personal Information Form. When the Central Ontario Administrative Centre receives your request form to process we will complete page 1. **The Caledon OPP will not process your police check application unless this form is also completed.**
3. Arrange to make a CLEAR photocopy (so that you can be identified from the photocopy - you might want to enlarge it if necessary!) of two (2) pieces of “bona fide” identification, one of which must be photo identification.
  - One (1) piece of **photo identification** (i.e. Driver’s License, Passport, Government Employment Card, Age of Majority Card, Military Employment Card, Canadian Citizenship Card, Indian Status Card, International Student Card, Permanent Resident Card, Firearms Acquisition Card, PAL – Possession & Acquisition Licence)
  - Acceptable forms of **non-photo identification** are: Birth Certificate, Baptismal Certificate, Hunting License, Outdoors Card, Canadian Blood Donor Card, Immigration Papers.
  - Health Cards and Social Insurance Cards **CANNOT** be accepted for identification purposes under the Personal Health Information Protection Act, 2004 (Section 34).
4. Mail or deliver the completed form **AND** the photocopy of your two pieces of identification to:  
Scouts Canada – C. O. A. C.  
Attention: PRC Dept. (CONFIDENTIAL)  
265 Yorkland Blvd (2<sup>nd</sup> Floor), Toronto ON M2J 5C7
5. Forms received at the Council Office will be submitted to the OPP en masse. **IMPORTANT: Forms submitted directly to the OPP will not be processed.** The OPP will return the completed Police Record Checks directly to the Regional Registrar under confidential cover.
6. Under some circumstances, you may be required to provide fingerprints to the OPP in order to effectively confirm your identity. If this is necessary, the OPP will contact you directly to explain the circumstances and to arrange for an appointment. If there is a criminal record, the applicant will be called to attend the OPP office (scheduled date and time) and **shall** provide fingerprints (current cost \$27.00). Upon completion of the fingerprints, they will be forwarded to the RCMP for comparison to ensure the criminal record is indeed that of the applicant. This process will take between 120-150 days. Unfortunately, the OPP has no control over this time frame. Therefore, individuals with a criminal record over 5 years old should apply for a pardon prior to applying for membership with Scouts Canada.