
Security Clearance Request Procedure For Applicants Living in the Regional Municipality of Halton

Applicants for Adult Membership in Scouts Canada must provide to the Council Scout Office, a **Security Clearance** 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 Security Clearance may also indicate a pardon with respect to a sexual offence that will make the applicant ineligible. Other information provided on the Security Clearance will also be considered in determining eligibility.

1. Applicants will report to any District Police Station and request a Security Clearance. **Please note that Scouts Canada will only accept Security Clearances include the Vulnerable Sector screening.** The cost of this request is \$15.00 for volunteers. Please note that if you wish additional copies of the Security Clearance, they can be requested at the time of application for \$3.00 each. Exact cash is required at all locations other than Headquarters, who accept cash, Debit, Visa or Mastercard. A personal cheque will be accepted but your Security Clearance will be held for 10 business days until your cheque clears the bank.

2. The hours of operation for the District Police Stations are as follows: (as of June 16, 2008)

• Halton Police Headquarters	1151 Bronte Rd, Oakville	Monday to Friday	8:00am- 3:30pm
• Georgetown Station	217 Guelph St., Georgetown	Monday to Friday	8:30 am- 10:00 pm
• Milton Station	490 Childs Dr., Milton	Monday to Friday	8:30 am- 10:00 pm
• Burlington Station	3800 Southampton Blvd.	Monday to Friday	8:30 am- 10:00 pm
• Oakville Station	1229 White Oaks Blvd., Oakville	Monday to Friday	8:30 am- 10:00 pm

Due to frequent changes in hours, please call 905-825-4712 to confirm times before you go.

3. Applicants will be required to provide two pieces of government issued identification; one with a photograph and both must be valid. Acceptable identification includes a valid: Birth Certificate; Drivers License (with Photo); Passport; Citizenship Card; Indian Status Card; Age of Majority Card; Social Insurance Card*; Health Card*; and Military Identification Card. (**Social Insurance Numbers and Health Card Numbers will not be recorded.*) During daytime hours, questions about acceptable ID can be addressed by the Security Clearance Clerk at ext 4712.

4. The Security Clearance can take anywhere from three days to three weeks to complete and will be forwarded to the applicant's address by mail. The Security Clearance may include information from the National Repository of Criminal Records in Canada, information from local records of the Halton Regional Police Services and/or other police agencies where you have resided over the past five years, as follows: criminal record - adult; criminal record - young offender (keeping within the Young Offenders Act); records of not criminally responsible on account of mental disorder; pending charges under federal statutes; probation, prohibition & other judicial orders; convictions of summary offences; conditional & absolute discharges (within three years for conditional and 1 year for absolute discharges); convictions/pending charges under child and family services act; admissions of abuse of the vulnerable; suspect information (provided the applicant is aware of incident); details of incidents that may assist an agency in making an informed decision.

5. When the applicant has received the Security Clearance from the Halton Regional Police, the original (or a copy **certified** by a Commissioner of Oaths or your Area Commissioner should then be delivered or mailed to the Scouts Canada Council Office at:

Scouts Canada – Central Ontario Admin Centre
Attention: PRC Dept. (CONFIDENTIAL)
265 Yorkland Blvd 2nd Floor
Toronto ON M2J 5C7

7. **Scouts Canada can only accept Security Clearances that are less than 6 months old when we receive them. Once received they are valid for 3 years from date of issue.**