

## **Police Records Check Process** **For Applicants Living in the Town of Orangeville**

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Applicants for Adult Membership in Scouts Canada must provide to the Central Ontario Administrative Centre, 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 Orangeville Police Service “**Consent for Criminal Record Check For a Sexual Offence for Which a Pardon Has been Granted**” which is available at the Orangeville Police Station. All information requested on the form **must** be provided. The cost for this service is \$12.00 (**cash only**) and is payable to the Orangeville Police Department on application for the Record Check.
2. The Orangeville Police Station is located at 390 C Line, Orangeville, Ontario L9W 3Z8. The Records Reception desk is normally open 24 hours per day. You may confirm these hours by calling (519) 941-2522. The applicant must bring with them at least one piece of photo identification.
3. Checks take approximately 2 weeks. The applicant must attend in person, to pick up the completed records check from the Orangeville Police Station at any time, and provide one piece of photo identification as proof of identity (driver's License preferred.) Records checks which are not claimed within 90 days will be destroyed.
4. The Police Records Check may include information from the National Repository of Criminal Records in Canada, information from local records of the Orangeville 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. Applicants must then deliver or mail (within 6 months of the date of completion of the Police Check) the completed original Police Record Check (or a copy **certified** by a Commissioner of Oaths or verified by a Scouts Canada official\*) to the Scouts Canada Central Ontario Administrative Centre at:

Scouts Canada - COAC  
Attention: PRC Dept. (CONFIDENTIAL)  
265 Yorkland Blvd., 2<sup>nd</sup> Fl  
Toronto ON M2J 5C7

\*Scouts Canada officials are the Regional Registrar or the Council Executive Director, Council Commissioner or Area Commissioner.