



## Criminal Records Check Procedure For Applicants Living in the Wellington Area

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

**If you live in the City of Guelph please use the “Criminal Records Check Procedure for Applicants living in the City of Guelph”.**

1. **Deputy Area Commissioner Randy MacPherson will act as “protocol” person for OPP Police Records Checks. Randy will certify documents for volunteers and bring them to the Fergus OPP Detachment for processing. Randy will prearrange with each group a time to pick up applications for new and returning leaders. [Please coordinate the applications to avoid multiple trips.] He will also meet volunteers at another convenient spot if required.**
2. The applicant will provide the originals and a photocopy of **two pieces of government issued identification**; one with a photograph and both must be valid. Acceptable identification includes a valid: Driver’s License (with Photo and current address), Passport, Birth Certificate, Student Card, Firearms Certificate. Health cards and Social Insurance Cards are not acceptable as of September 1, 2007.
3. The applicant will sign the OPP application form which Randy will provide.
4. Randy will certify the photocopies of the documents and witness the signing of the application. He will take this material (or more than one in a bundle) to the Fergus OPP.
5. Randy will pick up the results from the Fergus OPP and deliver them, by mail or by hand to Council Field Executive Ed Balyk who will forward to the Police Records Check Department at the Central Ontario Administrative Centre.

The Police Reference Check will include a search of the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if the applicant has been convicted of, and been granted a pardon for, any of the sexual offences that are listed in the schedule to the Criminal Records Act. The Police Reference Check may also include information from the National Repository of Criminal Records in Canada, information from local records of the Wellington OPP 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.

While this procedure will assist groups in ensuring all Police Records Checks are up to date, if individuals live near Fergus or another OPP station and can get there during office hours they can process their Police Records Check themselves by using the form and the letter attached.

6. In the event that a Police Records Check is refused, the volunteer will have to pick up the results from the OPP Detachment themselves.
7. You will complete the remainder of the screening and send the completed, signed application for membership in the normal registration manner. No need, at registration time, to wait for OPP Police Records Checks.





**SCOUTS CANADA  
CENTRAL ONTARIO  
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Date: \_\_\_\_\_

County of Wellington OPP  
321 St. Andrews Street W.  
Fergus, Ontario  
N1M 1P1

Attention: Detachment Commander

Re: Police Record Check

Please be advised that \_\_\_\_\_ is applying to volunteer with Scouts Canada.

As the authorized representative of Scouts Canada that is responsible for the well-being of children as defined in section 6.3(1) of the Criminal Records Act (Act), I hereby request that the Ontario Provincial Police conduct a search pursuant to section 6.3 of the Act with respect to the following individual.

\_\_\_\_\_  
(Name of Volunteer)

Edward J. Balyk  
Council Field Executive  
Scouts Canada