

## Criminal Records Checks, Police Records Checks and Vulnerable Sector Checks

### Criminal Records Check:

This service is intended for applicants who are involved in volunteer, employee or in any situation where a basic criminal background check is requested (i.e. retail or immigration). This search is **not** intended for applicants who are seeking volunteer and/or employment with vulnerable individuals.

### Police Records Check:

This service is intended for applicants seeking employment and/or volunteer work with agencies who require a criminal records check along with local police involvement. The agency has determined that a search of pardoned sex offenders, or contacts relating to mental health apprehensions is **not** required; therefore, this search is **not** intended for applicants who are seeking volunteer and/or employment with vulnerable persons.

### Vulnerable Sector Check (and optional Mental Health Act contact)

This search is restricted to applicants seeking employment and/or volunteering **with** vulnerable persons or children. Should the agency requesting the Vulnerable Sector Check identify there is a genuine need for mental health information it must be in accordance with the Ontario Human Rights standard (see [www.ohrc.on.ca](http://www.ohrc.on.ca))

### Who are vulnerable persons?

Vulnerable persons or individuals refer to a class of persons who, because of their age, a disability or other circumstances, whether temporary or permanent are in a position of dependence on others or are otherwise at greater risk than the general population of being harmed by persons in a position of authority or trust relative to them, for an example; children, disabled or elderly.

## Valid Identification

In order for us to release or confirm confidential information regarding a person's criminal record, or lack thereof, we require sufficient proper identification to verify a person's identity. This identification must be presented in person to be physically verified by the OPP detachment. For exceptions, contact your local OPP detachment.

For the purposes of a criminal records check, a police records check or a vulnerable sector check, we require the following identification.

Each applicant must provide two (2) pieces of valid identification that confirm his/her name, date of birth, and address. One (1) piece of identification must include a photo. The following is a list of valid identification that could be considered acceptable forms of identification.

### Photo Identification:

**\*\*Note: Health Cards cannot be accepted for identification purposes under the Health Cards and Numbers Control Act, 1991 section 2.2(1); Social Insurance Cards are not to be photocopied and therefore are also unacceptable \*\***

- Driver’s License (including drivers licenses issued by another province, territory, or a foreign jurisdiction),
- BYID Card
- Canadian or Foreign Passport,
- Canadian Citizenship Card
- Possession and Acquisition License (or PAL Card),
- Permanent Residency Card
- Certificate of Indian Status
- Canadian National Institute of the Blind (CNIB) Identification Card
- Canadian Military Employment Card or Canadian Military Family Identification Card
- International Student Card

The following are acceptable forms of non-photo identification:

- Birth Certificate
- Baptismal Certificate
- Hunting License
- Outdoors Card
- Canadian Blood Donor Card
- Immigration Papers

What if I Don’t Have Sufficient Identification?

For the purposes of obtaining a criminal records check as well as a police records check, if an applicant does not have any photo identification than an “Affidavit of Identity” Affidavit of Identity form to be completed. This must be notarized by a Judge, Notary Public, Lawyer, or Canadian Consulate Official. A second alternative is to submit your fingerprints to the R.C.M.P who will either issue you a certificate stating you have no record or provide you with a copy of the record if one exists. This may take 4-6 months. The R.C.M.P charges a fee for this service. Visit the RCMP website at [Canadian Criminal Real Time Identification Services for more information.](#)

Fees Chart

<b>Fees Chart</b>		
<b>Service</b>	<b>OPP Fee</b>	<b>Additional Originals</b>
Criminal Records Checks, Police Records Checks and Vulnerable Sector Checks	\$ 25.00	\$ 5.00 each
Fingerprinting (includes HST effective July 1, 2010)	\$ 26.50	N/A

Volunteer requests (with accompanying letter from volunteer organization)	Free	N/A
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Each OPP Detachment may have a different fee schedule. The Fees Chart above is provided as a guideline. Please contact your local OPP Detachment to confirm their fee schedule.

#### Detachment Finder

By clicking this link you will be able to locate your nearest OPP detachment.

<http://www.opp.ca/ecms/index.php?id=326>