



## Police Records Check Procedure

A Police Records Check is necessary so that you can fulfill an active role in the Metcalfe Cooperative Nursery School. It is a requirement for all:

- Volunteers
- Duty Parents
- Teaching Staff
- Resource Workers

To obtain your Police Records Check, please visit your nearest neighbourhood Ottawa Police Service establishment.

**Central** - 474 Elgin Street (Ottawa)  
24-hour location, seven days per week  
Phone: 236-1222

**Rural East** - 4561 Bank Street (Gloucester)  
Weekdays 7:00 a.m. to 8:00 p.m. / Closed on Weekends  
Phone: 236-1222, extension 3703 or 3704

**East** - 3343 St-Joseph Boulevard (Orleans)  
Weekdays 7:00 a.m. to 9:00 p.m. / Weekends 8:00 a.m. to 4:00 p.m.  
Phone: 236-1222

**West** - 245 Greenbank Road (Nepean)  
Weekdays 7:00 a.m. to 9:00 p.m. / Weekends 8:00 a.m. to 4:00 p.m.  
Phone: 236-1222, extension 2313 or 2333

**Rural West** - 95 Abbeyhill Drive (Kanata)  
Weekdays 7:00 a.m. to 8:00 p.m. / Closed on Weekends  
Phone: 236-1222

Make sure that you take with you:

- A completed consent form for a *Police Records Check for Service with the Vulnerable Sector* (attached);
- One (1) piece of PHOTO identification; and
- One (1) piece of NON-PHOTO identification which states your date of birth.

If you have any questions with regard to acceptable identification (Ontario Health Cards are not acceptable), please call the Ottawa Police Service directly.

In order to have the \$10 fee for this service waived, please take the **signed** attached fee waiver letter with you.

Please bring in your clearance form once you receive it in the mail. Ensure you submit your form early enough in the summer (July) to have it returned by the police before the first week of September. Please note this check must be done EVERY YEAR you are required to work at the school.



**OTTAWA POLICE SERVICE**  
**SERVICE DE POLICE D'OTTAWA**

*Working together for a safer community*  
*La sécurité de notre communauté, un travail d'équipe*

**POLICE RECORDS CHECK FOR SERVICE WITH THE VULNERABLE SECTOR**

FORM #306/Rev. May 2010

**PRINT CLEARLY. THIS WILL BE USED TO MAIL YOUR FORM BACK TO YOU.**

\_\_\_\_\_ < First Name, Middle Name, Surname  
 \_\_\_\_\_ < Unit/Number, Street  
 \_\_\_\_\_ < City, Province  
 \_\_\_\_\_ < Postal Code  
 \_\_\_\_\_ < How long have you lived at this address?

Agency and Position Applying for:

NON-VOLUNTEER  VOLUNTEER

Verified by:

Non/Profit Member:

Sex:  M  F

Maiden Name: \_\_\_\_\_ Other Names Used: \_\_\_\_\_ Date of Birth (yy/mm/dd): \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_

**FIVE YEAR ADDRESS HISTORY IF DIFFERENT THAN ABOVE** (\*Any address outside Ottawa jurisdiction must include name of Police Service)

Unit/Number:	Street:	City:	Prov.:	Postal Code:	How Long?:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Other Police Agency**

- I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been charged and/or convicted of any criminal offences or convicted and granted a pardon for any of the sexual offences that are listed in the schedule of the *Criminal Records Act*. I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the *Criminal Records Act* in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police service or other authorized body. That police service or authorized body will then disclose that information to me.
- I hereby release and discharge the Ottawa Police Service and all their agents from any and all claims, actions and demands for damages, loss or injury of any nature arising from disclosure of information. I hereby authorize the Ottawa Police Service to inquire into and conduct local police information searches Canada wide and disclose to myself details of police investigated incidents that the Ottawa Police believes may assist an agency in making an informed decision concerning my application. Furthermore, I understand that upon the disclosure of information, the Ottawa Police Service and all their agents waive any responsibility for its use and or subsequent dissemination by myself.
- I certify that the information provided by me in this application is true and correct to the best of my knowledge and belief. I have read this consent, understand it and agree to it in its entirety.

SIGNATURE OF APPLICANT: \_\_\_\_\_ Signed this date: \_\_\_\_\_, 201\_\_\_\_\_

**VOID without Ottawa Police seal**

**FOR POLICE USE ONLY**

This is to confirm that no criminal convictions, outstanding charges, nor pardoned sex offenses have been found in the Canadian National Repository of Criminal Records as a result of a search based on the above name and date of birth. The search has not been confirmed by fingerprints.

This is to notify that there may be criminal convictions, outstanding charges, or pardoned sex offenses associated to the above name and date of birth, the existence of which can only be confirmed by the RCMP based on fingerprints.

This is to notify that the above person has been involved in notable police incidents related to the five (5) year address history provided.  
 SEE ATTACHED DISCLOSURE

Date Completed (yy/mm/dd): \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

(BY POLICE)

Signed:

\_\_\_\_\_  
POLICE AUTHORIZING SIGNATURE

## SCREENING INSTRUCTIONS – POLICE RECORDS CHECK

The search includes national and local police databases with cooperating police services. The possible existence of criminal convictions and outstanding charges, as well as incidents of all police contacts for the previous five years will be considered for release.

If an outside agency does not provide the police records checks, a stamp stating, "NO RESPONSE FROM POLICE SERVICE IN THIS AREA" will appear on page one of this form. It is the responsibility of the applicant to contact the outside police agency to obtain a local police records check.

**This search is intended for individuals seeking employment and/or a volunteer position with children or vulnerable person(s). Information is collected and disclosed according to section 29(1) and 32 of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Police Services Act*, RSO 1990,c.P.15**

### INFORMATION FOR RELEASE

The following information contained in local police databases may be considered for release when it is deemed appropriate:

- Suspect information, where the release of such will not hinder any ongoing investigation.
- Reports resulting from particular incidents relating to the Mental Health Act.
- Any notable police contact.

This search does not cover the following areas: discharges and pardons (with the exception of sexual offences listed in the schedule to the *Criminal Records Act*). The information contained on this certificate is accurate on the date issued.

For more information, please visit our Web site at [ottawapolice.ca](http://ottawapolice.ca)

### PROCEDURE

1. The ***Police Records Check Form*** must not be altered.
2. The applicant **must** produce two pieces of **valid (i.e. not expired)** identification that confirm his/her **name, date of birth and address**. One piece of identification presented must include a **photo**. Ontario Health Cards cannot be accepted for identification purposes (*Health Cards and Numbers Control Act*, 1991 section 2.2(1)). The following is a list of items that could be considered acceptable forms of identification.

#### Photo Identification:

which provides photo and both name and date of birth of an individual:

#### \*Driver's Licence

Government Employment Card (with d.o.b.)

Military Employment Card

Age of Majority Card

Canadian Citizenship Card (up-to-date)

Indian Status Card

International Student Card

Passport

Permanent Resident Card

Possession and Acquisition Licence (PAL)

Canadian National Institute for Blind (CNIB)

\*Recent Utility Bill required to verify current Ottawa address if no Driver's Licence is available.

#### Non-Photo Identification:

which provides both the name and date of birth of an individual:

Birth Certificate

Baptismal Certificate

Hunting Licence

Fishing Licence

Outdoors Card

Hospital Card

Immigration Papers



3. If a person requesting the Records check is under the age of 16 years and does not have sufficient identification a parent or legal guardian (with proper ID) can guarantee the young person's identity.
4. In the case of a possible match, individuals who require a copy of their criminal record, will have to be fingerprinted by the **Ottawa Police Service** by appointment only. Please contact 613-236-1222 ext. 5485 for an appointment. The fee for this service is waived for volunteers. Fingerprints will be forwarded by the OPS to the RCMP along with the applicant's certified cheque or money order in the amount of **\$25** (payable to the Receiver General of Canada). Results of the RCMP's search will be mailed directly to the applicant. The RCMP fee is not required if the applicant provides *written confirmation of volunteer work from a bona fide registered non-profit organization*.
5. Police Records Checks are processed in approximately 3-6 weeks, (**exception**: 6-8 weeks during peak periods) assuming timely response from other police services and depending on request volumes.
6. The **service fee** can be waived if the applicant presents a letter from a local organization that intends to engage them in a **volunteer** capacity. The letter must be provided on official letterhead, in original, it must include the name of the person requesting a Police Records Check and must be signed by the manager in charge of volunteer resources. A **non-resident surcharge** applies to applicants residing outside OPS jurisdiction. An **express surcharge** applies if service is to be performed on a "while you wait" basis (only possible if the applicant resided in Ottawa for the past five years).

For more information, please visit our Web site at [ottawapolice.ca](http://ottawapolice.ca)



To the Ottawa Police Service,

A *Police Records Check for Service with the Vulnerable Sector* is required to act as a volunteer duty parent at the Metcalfe Cooperative Nursery School.

\_\_\_\_\_ will take on this volunteer role during the 2008/2009 school year.

It is understood that the \$10 service fee for a *Police Records Check* will be waived for volunteers working with the "Vulnerable Sector".

Maria Crosby  
Director, Metcalfe Cooperative Nursery School