

ADDITIONAL INFORMATION RE: POLICE RECORD CHECKS

- Forms provided are only to be used within the Niagara Region; Volunteers from outside the area (e.g., Hamilton, Dunnville) would be required to obtain a Vulnerable Sector Check from their local police station
- Forms provided are **not** fillable forms and they are not available via the Board internet/intranet site
- The Niagara Regional Police Service Form should be completed in person by the Applicant, while at the originating request location, whenever possible
- Applicants from outside the Niagara Area must have resided in the area for a minimum of 6 months in order to have a Niagara Regional Police (NRP) Criminal Record Check completed
- If an Applicant is hesitant or does not wish to complete *UNIT 3: Police Vulnerable Sector Check* portion of the form **YOU SHOULD NOT CONTINUE WITH THE CRIMINAL RECORD CHECK**
- When bringing forms to the Niagara Regional Police (NRP), if the Applicant does not possess a drivers' license, other acceptable ID is: birth certificate, passport, health card, student ID card (preferably, at least one piece should have a picture) – see the NRP website <http://www.nrps.com/records/c2.asp> for specific accepted identification.
- Normal processing time for Vulnerable Sector Checks is approximately 2 weeks, however this time may increase if the NRP is inundated with forms at peak times of the school year (e.g., beginning of year, second semester, etc.). Wait times will also be increased if a 'match' is determined in the Police database ***should a 'match' occur, the volunteer is not to start until an acceptable Vulnerable Sector Check
- It must be the Applicant that picks up the Vulnerable Sector Check, as they must show appropriate identification for pick-up
- It is the duty of the originating request location to follow-up with Applicants regarding Vulnerable Sector Checks that have not been received
- Completed Criminal Reference Checks are kept on file for 3 months at the NRP before being destroyed
- Only Original Vulnerable Sector Checks stamped with the seal should be accepted; this includes those from other Police Agencies
- Wallet cards provided by the Ontario Education Services Corporation must be signed by the Applicant, and must be current
- Only the Applicant will be notified if there is a "match" in the NRP database (based on Date of Birth and Gender) and they are required to be fingerprinted – this does not mean that they have a record; it is a way to eliminate them as a 'match' in the NRP database – Negative Vulnerable Sector Checks with Fingerprints attached are acceptable. The fingerprinting process can take up to an additional 3 months for processing. **NOTE:** Once an Applicant has a 'match' and requires fingerprinting, they will need to undergo this process each time they require a Vulnerable Sector Check
- Vulnerable Sector Checks coming back as Positive, with attachments, must go through the Board Adjudication Process to determine suitability of Applicant
- Once a Vulnerable Sector Check is on file with a Board site, the individual must complete the Annual Offence Declaration Form, declaring any offences; if offences are declared, the Board Adjudication Process must be followed