



## 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 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: summary convictions, 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

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. 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 of **\$20** 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*.
4. 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.
5. The **\$14 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 **\$33 non-resident surcharge** applies to applicants residing outside OPS jurisdiction. A **\$33 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).

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