

PROCESS FOR CRIMINAL RECORD CHECKS

If you are a resident of the Township of Blandford-Blenheim, the Township office is able to process your request for a Criminal Record Check/Vulnerable Sector Check.

Applications for either type of police check are available and must be filled out in the Township office at 47 Wilmot Street South, Drumbo Ontario.

For Vulnerable Sector Check Application Form: <http://bit.ly/1EKkt2j>

For Criminal Record/ Police Information Check Application Form: <http://bit.ly/1Dznu42>

(Forms are compatible with Internet Explorer, NOT Google Chrome or Mozilla Firefox)

You are required to bring two pieces of ID with you at the time you fill out the application. **At least one piece of ID must be a photo ID. Acceptable forms of ID are listed below:**

Please note: SIN & Health cards are NOT acceptable forms of ID

Once your application has been completed the Township will call you to come and pick up your record check. Only the person who has filled out and signed the application may pick up the record check.

Photo Identification

- Driver's Licence
- BYID (issued by the LCBO)
- Military Employment Card
- Canadian Citizenship Card
- Indian Status Card
- passport
- Permanent Resident Card
- PAL - Possession & Acquisition Licence
- CNIB Card
- Ontario Photo ID Card (Issued by MTO)
- NEXUS Card
- FAST Pass

Non-Photo Identification

- Birth Certificate
- Baptismal Certificate
- Hunting Licence
- Outdoors Card
- Canadian Blood Donor Card
- Immigration Papers
- Student ID (Only as a secondary piece of ID)

VOLUNTEERING

If you require a criminal record check for volunteer purposes, you will need a letter from the organization requesting the police check with the following requirements:

- Must be on original organization/company letterhead
- Must include an original signature
- Must state your name and that you are applying for a volunteer position with the organization

If you require a vulnerable sector check for volunteer purposes, you will need a letter from the organization requesting the police check with the following requirements:

- Must be on original organization/company letterhead
- Must include an original signature
- Must state your name and that you are applying for a volunteer position with the organization
- Must state the organization is requesting a vulnerable sector check be done (i.e. “we request a vulnerable sector check be done for _____ (insert name) as they will or may be working with children under the age of 18, the elderly or the disabled in the position of _____ (insert type of position being applied for”))

Criminal record checks and vulnerable sector checks for volunteer purposes are free of charge.

EMPLOYMENT

If you require a criminal record check for employment purposes the cost is \$25.00 (tax included). No letter is required from your employer (or prospective employer).

If you require a vulnerable sector check for employment purposes the cost is \$25.00 (tax included), and you are also required to provide a letter from your employer (or prospective employer) including the following information:

- Must be on original organization/company letterhead
- Must include an original signature
- Must state the organization is requesting a vulnerable sector check be done (i.e. “we request a vulnerable sector check be done for _____ (insert name) as they will or may be working with children under the age of 18, the elderly or the disabled in the position of _____ (insert type of position being applied for”))

COLLEGE/UNIVERSITY STUDENTS

If you require a criminal record check or vulnerable sector check for your college or university courses, please follow the instructions listed under ‘Employment’. There will be no charge for either type of application.

UNDER 16 YEARS OF AGE

If you are under the age of 16 and require a criminal record check or vulnerable sector check please follow the instructions listed under “Volunteer” or “Employment” depending on your situation. In addition to these instructions, you are also required to have a parent/legal guardian sign your application as well as provide two pieces of ID.

CHILDREN'S AID SOCIETY

All applicants should fill out a vulnerable sector check application whether or not you will be fostering, providing relief fostering, kinship care or adopting. Follow instructions listed under "Employment – vulnerable sector check". Cost is \$25.00 (tax included).