



“Vulnerable person” means a person who, because of their age, a disability or other circumstances, whether temporary or permanent, are (a) in a position of dependence on other; or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority

Tuesday's and Thursday's are the only days that individuals can drop off OR pick up record checks between the hours of 8 am and 4 pm. This has been in effect since April 2, 2016 at both the Pembroke and Upper Ottawa Valley Detachment.

The applicant is the only one that can pick up their record check. If this is not possible, a self-addressed stamped envelope can be provided and it will be mailed once completed. Please note that this is only if the record check is clear.

Two pieces of identification are required at time of dropping off the application. Please see attached list for acceptable identification. Many people wonder why we cannot accept Health Cards or Social Insurance Cards, we are not permitted to photocopy these Government issued cards.

A letter must accompany vulnerable sector record check applications. The letter must be on letterhead and must be dated within 30 days. If no letter is provided applications must have the organization / agency stamp and someone from the said organization / agency must sign the form. This is required whether the person is volunteering or being employed. Vulnerable Sector record checks are requested by a third party “Agency Driven Request”, this is why a letter is required from the organization / agency.

Vulnerable sector record checks *cannot be conducted for persons under the age of 18*. If someone under the age of 18 attends with a Vulnerable Sector application, we will state “vulnerable sector checks are not conducted for persons under the age of 18”; therefore, a search of pardoned sex offenders **was not** conducted.

Effective 2010, vulnerable sector checks now requires the *submission of fingerprints* when the gender and date of birth of an applicant match to an existing pardoned sex offender record. **This is not an accusation of criminality**, but a requirement for a thorough verification to confirm identity and protect personal privacy. When this occurs, the individual will be contacted to set up an appointment. There is no longer a long waiting period for results.

Timeframe can vary from one to two weeks; depending on volume and whether applicant resided in other jurisdictions.

If you have any questions please contact 613-735-0188, ext 7200

Please turnover see the list of acceptable Identification.

Acceptable Forms of "Valid" Photo ID

- Driver's Licence
- Ontario Photo Card (Available @ Service Ontario (MTO) in Petawawa & Pembroke)
- NEXUS Card (issued by Canadian Border Services Agency)
- FAST Pass (issued by Canadian Border Services Agency)
- Passport (Canadian or Foreign)
- BYID (Issued by LCBO- Age 19-35)
- Canadian Military Employment Card
- Canadian Citizenship Card
- Indian Status Card
- Permanent Residency Card
- Possession or Acquisition Licence (issued by Firearms Centre)
- Canadian National Institute of the Blind Card (CNIB)

If you do not have a piece of "valid" photo ID from the list above. You **MUST** obtain one before you can have a Criminal Record Check completed.

Acceptable Forms of "Valid" Non-Photo ID

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

The applicant will require a combination of either:

1 photo & 1 non-photo identification

OR

2 photo identifications