

INSTRUCTIONS FOR Police Record Search and Vulnerable Sector Check

You may apply in person for a criminal record check 8:30 a.m. to 4:30 p.m., Monday to Friday (closed on statutory holidays) at the following locations:

- Halifax Regional Police Headquarters 1975 Gottingen Street, Halifax
- Central Division (Community) Office Halifax Shopping Centre, Mumford Road, Halifax
- West Division Office 15 Convoy Run, Bedford
- **East Division Office 7 Mellor Avenue, Burnside Industrial Park**
- Spryfield Community Office 264 Herring Cove Road

You must present two pieces of identification with your current address. The address must be within Halifax, Dartmouth, or the communities extending from Bedford to the Sambro Loop. Accepted identification:

- Nova Scotia Driver's License or Nova Scotia ID Card
- and one other of:
 - o health card
 - o birth certificate
 - o passport
 - o social insurance number

Criminal Record Check: Cost \$30 for volunteers and you can have WOODLAWN billed directly.

A criminal record check is a name-based search of the national repository of criminal convictions and a search of locally held convictions at Halifax Regional Police.

Time Frame - criminal record checks are typically processed within three business days online and 10 business days in-person.

Vulnerable Sector Check: This must be completed for all Woodlawn Volunteers.

A vulnerable sector check is a special type of criminal record check required for situations where the applicant will be in a position of trust or authority over children, the elderly, the disabled, or another vulnerable group. A vulnerable sector check involves a name-based search of the national repository of criminal convictions, a search of locally held convictions at Halifax Regional Police and a query of the pardoned sex-offender database.

As a result of a directive issued by the Public Safety Minister, the RCMP recently made enhancements to the Canadian Police Information Centre (CPIC) system to ensure that an unreported name change would not allow a pardoned sexual offender to avoid being identified through a vulnerable sector query. **In some cases applicants may be required to submit their fingerprints if there is a match based on either name or a combination of gender and date of birth to a pardoned sex offender record.** Applicants with a potential match will be notified by Halifax Regional Police and requested to attend Halifax Regional Police Headquarters to have their prints taken electronically. There is no additional charge for the taking of fingerprints for volunteer organizations.

Visit <http://www.rcmp-grc.gc.ca/cr-cj/vulner/index-eng.htm> for more information on the changes.

Time Frame - You should allow a minimum of two weeks for processing of a vulnerable sector check.