



Date: _____

To Whom It May Concern,

This letter is to inform you that

(Name)

Is in need of a Criminal Record Check for Vulnerable Sector in order to volunteer at The Grind. We are a non-profit organization and are mainly staffed by community volunteers. Some of our programs include serving at our coffee house and community dinners where volunteers would be interacting with vulnerable persons.

Thank you.

Sincerely,

Katrina Mask

Administrative Coordinator

The Grind Pembroke



Personal information contained on this form is collected pursuant to the *Police Services Act*, s.41 and Federal and Provincial privacy legislation and is collected for the purpose of processing this Police Vulnerable Sector Check. Information related to this check will be retained for two years. Questions concerning this collection should be directed to your local OPP detachment.

This check is to be used by applicants seeking a paid or volunteer position with vulnerable persons. "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 others; or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them, pursuant to the *Criminal Records Act*.

This check will include the following information as it exists on the date of the search:

- RCMP National Repository of Criminal Records, including the Pardoned Sex Offender Database - Pardoned criminal convictions as per the Schedule of the *Criminal Records Act*, including non sex offences, identified as a result of a Vulnerable Sector Verification search and authorized for release by the Minister of Public Safety and Emergency Preparedness
- Canadian Police Information Centre (CPIC) (Intelligence and Investigative Databanks)
- Outstanding entries, such as charges and warrants, judicial orders, Family court restraining orders, Peace Bonds, Probation and Prohibition orders
- Absolute and Conditional Discharges (1-3 years) from local police databases
- Criminal charges resulting in dispositions and non-conviction including, but not limited to: Stayed, Withdrawn, Dismissed, Not Guilty, and cases of not criminally responsible by reason of mental disorder as listed on local police indices
- Police contacts including but not limited to theft, weapons, sex offences, or violent, harmful or threatening behaviour which may or may not have involved a mental health incident where no charges were laid

Applicant Information				
Last Name		First Name		
Middle Names			Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Maiden Name or other Last Names used		Name commonly used or other First Names		
Address Unit No.	Street Number	Street Name		PO Box
City/Town		Province/State		Postal Code/ZIP Code
Date of Birth (yyyy/mm/dd)	Country of Birth		Telephone	Email Address

Addresses for the Last Five (5) Years (if different from above)					
Unit No.	Street Number	Street Name		PO Box	From (mm/yy)
City/Town		Province/State		Postal Code/ZIP Code	To (mm/yy)
Unit No.	Street Number	Street Name		PO Box	From (mm/yy)
City/Town		Province/State		Postal Code/ZIP Code	To (mm/yy)
Unit No.	Street Number	Street Name		PO Box	From (mm/yy)
City/Town		Province/State		Postal Code/ZIP Code	To (mm/yy)
Unit No.	Street Number	Street Name		PO Box	From (mm/yy)
City/Town		Province/State		Postal Code/ZIP Code	To (mm/yy)
Unit No.	Street Number	Street Name		PO Box	From (mm/yy)
City/Town		Province/State		Postal Code/ZIP Code	To (mm/yy)

Purpose of the Record Check	
I am an applicant for a <input type="checkbox"/> paid OR <input checked="" type="checkbox"/> volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.	<input checked="" type="checkbox"/> Agency/organization stamp affixed or letter attached
Title of employment/volunteer position	

Description and details regarding the responsibilities towards children or vulnerable person(s)	The Grind Pembroke 122 Pembroke St W Pembroke Ontario K8A 5M8
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Identification		
<input type="checkbox"/> Identity of applicant has been verified	Name of organization/agency	
Telephone	Signature	Date (yyyy/mm/dd)

Release and Discharge

Altering or tampering with this form, including any information on or attached to it that has been provided by a member of a law enforcement agency, is a Criminal Code offence. I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.

I hereby consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon for, any of the sexual offences listed in Schedule 2 of the *Criminal Records Act*.

I understand, as a result of giving this consent, if my date of birth and gender is a possible match to a person in a criminal record for one of the sexual offences listed Schedule 2 of the *Criminal Records Act* in respect of which a pardon was granted or issued, I will be requested to provide fingerprints to confirm that record and that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

I hereby certify that the information provided above is true and correct to the best of my knowledge and belief. I hereby authorize the OPP to conduct such searches as are deemed necessary and as I have authorized herein and to conduct a local police contact search with any Police Service in Canada, to obtain the information required to complete this check and disclose such information to me or, if I have so requested, to the third party described above.

I hereby release and forever discharge Her Majesty the Queen in Right of Ontario, the Commissioner of the OPP and all members, agents, and employees of the OPP from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the collection and/or disclosure or information by the OPP. Furthermore, I waive all rights, present and future, relating to the disclosure of the information set out herein, and I understand that upon disclosure of such information, the OPP and all the aforesaid waive any responsibility for the use, application and/or dissemination of same by me.

This release and discharge shall apply to and be binding on my heirs, administrators, executors and assigns.

<input type="checkbox"/> Form LE229 - Declaration of Criminal Record attached	Signature of Applicant	Date (yyyy/mm/dd)
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Police Use Only				
<input type="checkbox"/> Checked for completeness by	Member ID	Location Code	Receipt Number	Fee Received <input type="checkbox"/> \$ _____

Results for Name-Based Criminal Record Verification	
<input type="checkbox"/> NEGATIVE	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records, including pardoned sex offender records, did NOT identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
<input type="checkbox"/> INCOMPLETE	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records, including pardoned sex offender records, could NOT be completed. Positive identification that a criminal record does or does not exist requires the applicant to SUBMIT FINGERPRINTS to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
<input type="checkbox"/> Confirmation of a criminal record (See attached page(s) for details)	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records, including pardoned sex offender records, has resulted in a POSSIBLE match to a registered criminal record, but not to a pardoned sex offender record. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. As such, the criminal record information declared by the applicant does NOT constitute a Certified Criminal Record by the RCMP. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

Results of Fingerprint Comparison Search with the National Repository of Criminal Records	
<input type="checkbox"/> NEGATIVE - See Attached (____ pages attached)	
<input type="checkbox"/> POSITIVE - See Attached (____ pages attached)	
<input type="checkbox"/> NOT APPLICABLE	

Results of Investigative Databank and Local Indices Results	
<input type="checkbox"/> NEGATIVE - No information was revealed that can be disclosed in accordance with federal laws and RCMP policies	
<input type="checkbox"/> POSSIBLE - There may be records held by a local police service that are relevant to screening the applicant. The applicant should contact the police service to determine if the record(s) are relevant to the screening process. Police service _____	
<input type="checkbox"/> POSITIVE - See attached results letter	

Results of Police Vulnerable Sector Screening Only		
<input type="checkbox"/> A search of pardoned sex offenders was conducted. No information to release. (____ pages attached)		
<input type="checkbox"/> A search of pardoned sex offenders was conducted. Information authorized for release. (____ pages attached)		
<input type="checkbox"/> A search of pardoned sex offenders was not conducted.		Ontario Provincial Police Seal (Valid only with OPP seal affixed)
Date of Search (yyyy/mm/dd)	Member ID and Signature	Total number of pages attached to this form

Note
A reconsideration policy exists for non-conviction information only, please discuss with your local OPP detachment or www.opp.ca for further information.