

## Accepted identification (ID)

To request any check, bring two original forms of identification from this list. At least one piece of ID needs to be photo identification. For applicants aged 15 and under, the parent/legal guardian must provide two pieces of their own ID as well as two pieces for the person 15 or under.

### Acceptable forms of photo identification:

- Driver's Licence
- BYID - Bring Your Identification, issued by the Liquor Control Board of Ontario (LCBO)
- Military Employment Card
- Canadian Citizenship Card
- Indian Status Card
- Passport
- Permanent Resident Card
- PAL (Possession & Acquisition Licence issued by the Chief Firearms Office)
- CNIB (Canadian National Institute for the Blind) Card
- Ontario Photo ID Card (issued by the MTO)
- NEXUS Card
- FAST Pass
- Photo Student Card (for aged 15 and under only)

### Acceptable forms of non-photo identification:

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

### **Police Criminal Record Check (PCRC)**

This check is intended for applicants seeking employment and/or volunteering with agencies where a basic PCRC is requested (e.g. retail or immigration). This check is NOT intended for applicants who are seeking employment and/or volunteering with vulnerable persons.

The Police Criminal Record Check **will include** the following information, as it exists at the time of the search:

- Criminal convictions from CPIC and/or local databases; and/or,
- Findings of guilt under the *Youth Criminal Justice Act*, within the applicable disclosure period.

### **Police Information Check (PIC)**

This check is intended for applicants who are seeking volunteer and/or employment with agencies who require a criminal record check. The agency has determined that a search of sex offenders with a record suspension is NOT required (e.g., border crossing or visa); therefore, this check is NOT intended for applicants who are seeking employment and/or volunteer with vulnerable persons.

The Police Information Check **will include** the following information as it exists at the time of the search:

- Criminal convictions from CPIC and/or local databases;
- Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period;
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders. As per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency; and/or,
- Absolute and conditional discharges for 1 or 3 years respectively.

**Police Vulnerable Sector Check (PVSC)** (including Pardoned Sex Offender Database (PSOD))

This check is restricted to applicants seeking employment and/or volunteering in a position of authority or trust relative to vulnerable persons in Canada only. It is a collection of offence information, including: convictions, outstanding warrants, charges, judicial orders and sexual offence convictions for which the individual has received a record suspension where authorized by the Minister of Public Safety and Emergency Preparedness. In addition, non-conviction information shall be released only when it meets the **Risk Assessment**.

A Vulnerable Person is defined as:

All children who are less than 18 years of age, AND/OR persons who, because of their age, a disability or other circumstances, whether temporary or permanent:

- are in a position of dependence on others; and/or,
- are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

The Police Vulnerable Sector Check **will include** the following information as it exists at the time of the search:

- Criminal convictions from CPIC and/or local databases;
- Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period;
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders. As per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency;
- Absolute and conditional discharges for 1 or 3 years respectively;
- In very exceptional cases where it meets the Risk Assessment, non-conviction information can be released. Definition for non-conviction:

Criminal charges that did not result in a conviction or finding of guilt in court and/or police occurrence records that may or may not have resulted in charges.

- Disposition of Not Criminally Responsible by Reason of Mental Disorder; and/or,
- All record suspensions as authorized for release by the Minister of Public Safety and Emergency Preparedness.

RCMP Policy stipulates that the Vulnerable Sector Check **MUST** be completed by the police service of local jurisdiction where the applicant resides and for each agency the applicant is working or volunteering for.

The Police Vulnerable Sector Check is an agency/organization driven request. In order to have this completed, you must have an agency/organization letter which explains that you need a Police Vulnerable Sector Check. You will also need to give a detailed description of the specific job you will be hired/volunteer for, as well as a hiring manager's name and contact number.

Letter from agency/organization must include:

- Letterhead
- Current date
- Signature from agency/organization
- Explaining that the applicant needs a VULNERABLE sector check and WHY

### **Pardoned Sex Offender Database Hits**

On July 19, 2010, the RCMP announced changes to the way that Pardoned Sex Offender Database checks would be conducted.

Previously, a Vulnerable Sector (VS) query would only hit to a potential match based on an applicant's name and date of birth. Now, the Pardoned Sex Offender Database (PSOD) search is conducted two ways. First, it is queried against a potential name hit. Secondly, it is checked against a date of birth and gender match only, regardless of the name. The purpose of the RCMP making this change is to capture during a Vulnerable Sector search any pardoned sex offenders who have subsequently obtained a legal name change.

The result of this is that a person who has the same date of birth and gender as a pardoned sex offender will also get a potential hit to the PSOD. Those people will also be required to submit fingerprints for processing, in order to confirm whether or not there is a pardoned sex offence on file.

Applicants that are under the age of 18 years do not qualify to have a search of the Pardoned Sex Offender Database so in this case a Vulnerable Sector form is filled out but the section with results for PSOD will be marked to say that a search of the PSOD was not conducted.