



VULNERABLE SECTOR CHECK

APPLICANT INFORMATION	Date of Request :	Request Number
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Last Name	First Name
# and Street Name	Apt/Unit #
City	Province Postal Code

Middle Name	Other First Names
Maiden Name or other Last Name	
# of Yrs/Mths /	Telephone Number Where You Can Be Reached

Date of Birth / /	Place of Birth	Sex	Email
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5 YEAR ADDRESS HISTORY - Completed if address differs from mailing address and/or if resided OUTSIDE of the City of Ottawa in the past 5 years.

# and Street Name	Apt/Unit	City	Prov.	Postal Code	# of Yrs/Mths
					/
					/
					/

REASON FOR REQUEST

Volunteer Employment Other:	Name of Organization
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VULNERABLE SECTOR CHECK

This form is restricted to applicants seeking employment and/or volunteering with vulnerable individuals. "Vulnerable persons" means persons who, because of their age, a disability or other circumstances, whether temporary or permanent, are in a position of dependence on others; 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. This includes children under the age of 18.

A)	Description of the paid or volunteer position:
B)	Details regarding the responsibilities towards children or vulnerable person(s):

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 release and discharge the Ottawa Police Service and all members and employees of the said Service from any and all actions, claims and demands for damages, loss or injury whatsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the Police Service. I hereby authorize the Ottawa Police Service to inquire into and disclose the results to myself of any police records indicating criminal convictions, conditional and absolute discharges, outstanding criminal charges, judicial orders search with any Police Service in Canada.

I certify the information provided by me in this application is true and correct to the best of my knowledge and belief. I have read this consent, understand it and agree to it in its entirety.

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 record suspension 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 record suspension 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 service or other authorized body. That police service 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.

Signed by Applicant: _____

Submitted this Date: ____/____/____
 YYYY/MM/DD

POLICE USE ONLY

RESULTS

This is to confirm that no criminal convictions, no outstanding charges, no outstanding judicial orders, no pardoned sex offenses have been found in the Canadian National Repository of Criminal Records as a result of a search based on the above name and date of birth. The search has not been confirmed by fingerprints. As such, the accuracy/authenticity of this Vulnerable Sector Check may only be valid to the extent that the search has not been confirmed by fingerprints and in so far as the record exists on the date and time of the search. 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 offenses are reported to the RCMP National Repository of Criminal Records.

This is to confirm that no criminal convictions, no outstanding charges, no outstanding judicial orders, no pardoned sex offenses have been found in the Canadian National Repository of Criminal Records as a result of a search based on the above name and date of birth. The search has been confirmed by fingerprints. As such, the accuracy/authenticity of this Vulnerable Sector Check may only be valid to the extent that the search has been confirmed by fingerprints and in so far as the record exists on the date and time of the search. 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 offenses are reported to the RCMP National Repository of Criminal Records.

This is to notify that there may be criminal convictions, outstanding charges, or pardoned sex offenses associated to the above name and/or date of birth and sex. The existence of which may only be confirmed by the RCMP based on fingerprints. As such, the accuracy/authenticity of this Vulnerable Sector Check may only be valid to the extent that the search has not been confirmed by fingerprints and in so far as the record exists on the date and time of the search. 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 offenses are reported to the RCMP National Repository of Criminal Records.

Please see attached VS Check Disclosure Information document Fingerprint Submission Required

This is to notify that there are current / active Judicial Orders associated to the above name and date of birth. 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 offenses are reported to the RCMP National Repository of Criminal Records.

Please see attached VS Check Disclosure Information document

This is to notify that there are Non-Conviction Records for Exceptional Disclosure associated to the above name and date of birth. The information meets the Exceptional Disclosure Assessment and is being released under the authority of PSA (265.98, S.3). 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 offenses are reported to the RCMP National Repository of Criminal Records.

Please see attached VS Check Disclosure Information document

Date Completed

Cadre Number

Completed by

SCREENING INSTRUCTIONS – VULNERABLE SECTOR CHECK

This search is intended for individuals seeking employment and/or a volunteer position with children or vulnerable person(s). Information is collected and disclosed according to section 29(1) and 32 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Police Services Act, RSO 1990, c.P.15

The information contained on this certificate is accurate on the date issued. For more information, please visit our Web site at ottawapolice.ca

The **Vulnerable Sector Check** will include the following information, as it exists on the search date:

- (a) Criminal convictions from CPIC and/or local databases,
- (b) Summary convictions for five years, when identified,
- (c) Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period,
- (d) Outstanding entries, such as charges and warrants, judicial orders, peace bonds, probation and prohibition orders,
- (e) Absolute and conditional discharges,
- (f) In exceptional cases, where it meets the Exceptional Disclosure Assessment, non-conviction dispositions including, but not limited to, Dismissed, Not Guilty, Stayed, Withdrawn,
- (g) Not Criminally Responsible by Reason of Mental Disorder, and
- (h) All record suspensions as authorized for release by the Minister of Public Safety.

The **Vulnerable Sector Check** WILL NOT include:

- (a) Convictions under provincial statutes,
- (b) Local police contact,
- (c) Ministry of Transportation information (PARIS),
- (d) Special Interest Police (SIP) category of CPIC,
- (e) Family Court Restraining Orders,
- (f) Foreign information,
- (g) Any reference to incidents involving mental health contact,
- (h) Diversions,
- (i) Youth Criminal Justice Act (YCJA) information beyond the applicable disclosure period, and
- (j) Any reference to contagious diseases.

PROCEDURE

1. This form must not be altered. Unauthorized altering of the form is not permitted and may result in criminal charges.
2. The applicant **has had their** identification identified via the Ottawa Police e-Service web site using their credit history. If the person requires in person identity verification, two (2) valid pieces of identification may be used and must include a **photo**. Health Cards cannot be requested for identification purposes but if volunteered, no unauthorized use or disclosure of the Health Card is permitted. For more information, please visit our Web site at ottawapolice.ca.

Information is collected and disclosed according to section 29(1) and 32 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The decision to engage or hire staff is not made by the Ottawa Police Service. The responsibility lies entirely with representatives of the organization. The Ottawa Police Service makes no representation or warranty with respect to suitability or reliability of the individual. Ottawa Police Service makes no representation or guarantee regarding the accuracy, completeness or reliability of the results of the Vulnerable Sector Check to the extent that such accuracy, completeness or reliability is related or dependent upon the accuracy, completeness, or reliability of the information provided on the date and time of the search. As such, this process should not solely be relied upon for screening and hiring practices.

A Record Check is a valuable screening tool, however, it is not a substitute for appropriate hiring or screening practices and overall corporate due diligence. It is up to the organization to take the information provided by the police or by the individual in question, and to make appropriate decisions about whether the information should exclude someone from a particular position or participation in their program.

**This completed form is approved by the Ottawa Police Service and may not be altered.
NOT VALID UNLESS THIS FORM IS EMBOSSED WITH A PHYSICAL SEAL OR INCLUDES A VERIFIABLE DIGITAL SIGNATURE.**