



# VULNERABLE SECTOR SCREENING

Agency: Special Olympics Ontario - Aurora		Position Sought:		Driver's Licence Number:	
Last Name:		First Name:		Middle Name:	Maiden Name or other names used:
Address: Unit/Apt # - Number and Street Name:				Sex: <input type="checkbox"/> M <input type="checkbox"/> F	
City:	Province: ON	Postal Code:	Province or Country of Birth:	Date Of Birth (DDMMYY):	
				Telephone Number:	

FIVE YEAR HISTORY – INCLUDING CURRENT ADDRESS					
Unit # - Number	Street Name	City	Province	Postal Code	How Long?
Unit # - Number	Street Name	City	Province	Postal Code	How Long?
Unit # - Number	Street Name	City	Province	Postal Code	How Long?

## CONSENT TO DISCLOSE PERSONAL INFORMATION

- I hereby consent to a search being made in the automated Criminal Records Retrieval System maintained by the R.C.M.P to ascertain if I have been convicted of and been granted a **pardon for any of the sexual offences** that are listed in the schedule to the Criminal Records Act.
- I hereby release and discharge York Regional Police and all members and employees of the said Service 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 disclosure of information by York Regional Police. I hereby authorize York Regional Police to inquire into and disclose the results of any police records indicating criminal convictions, conditional and absolute discharges and related information, outstanding criminal charges, or details of police investigated incidents that York Regional Police believes may assist an agency in making an informed decision, and to conduct local police information searches with **ANY** police service in Canada.
- I certify that 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, the screening instructions (see back), understand it and agree to it in its entirety. I understand that making a false statement on this application may disqualify me from obtaining a Vulnerable Sector letter, and may subject me to criminal charges or other legal liability.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date (DDMMYYYY)

Employee     Volunteer     Student (must show valid student card)

## FOR POLICE USE ONLY – DO NOT WRITE BELOW THIS LINE

THIS IS TO CERTIFY THAT NO NOTABLE CRIMINAL RECORDS WERE FOUND IN THE NATIONAL REPOSITORY FOR CRIMINAL RECORDS IN CANADA. THIS INFORMATION CAN ONLY BE CONFIRMED BY FINGERPRINTS. THIS ALSO CONFIRMS THAT NO PERTINENT NEGATIVE INFORMATION HAS BEEN FOUND.

Date Completed: \_\_\_\_\_ Signed: \_\_\_\_\_  
DD/MM/YY Representative of Police Service - Signature must be embossed

*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).*

## Screening Instructions

The **Applicant must be a resident of York Region** to have their application processed. The search includes national and local databases. In addition, incidents of all police contact for the previous five years and (ten years for sexual offences) will be considered for release.

### **Definition:**

The Vulnerable Sector Screening process requires that the applicable service fee, as set by the Police Services Board be paid in advance. The service fee is subject to change without notice.

On occasion, volunteers may be asked by staff of York Regional Police to submit a letter signed by a representative of their volunteer agency and printed on official letterhead, confirming that the applicant is a volunteer, defined as a person not receiving income for their service.

### **Procedure:**

The vulnerable sector screening form **MUST NOT BE ALTERED**. The applicant must attend in person during regular business hours to York Regional Police at either location listed below.

<b>Newmarket</b>	<b>Hillcrest Mall</b>
Customer Service Unit 16775 Yonge Street, Newmarket, Ontario <b>Entrance is located outside at the north end of the building.</b>	Community Resource Centre 9350 Yonge Street, Richmond Hill, Ontario
<b>Hours:</b>	<b>Hours:</b>
Monday to Friday      08:00 to 16:00	Tuesday to Thursday      08:00 to 18:00
Saturday and Sunday      CLOSED	Friday      08:00 to 17:30
	Saturday      08:00 to 15:00
	Sunday and Monday      CLOSED

**Non-Refundable Fee:** Volunteer: \$20.00 Employee: \$45.00 Student: \$20.00 (must show valid student card)

Methods of payment: Certified cheque or money order payable to York Regional Police, Visa, MasterCard, debit or cash.

The applicant **MUST** produce two pieces of government issued identification; one of which must have a photograph. Your Vulnerable Sector Screening will be returned to you by mail. Allow 2-3 weeks to process your application. Processing may vary depending upon current volume.

Business hours, pricing and processing times are subject to change without notice. Check our website at [www.yrp.ca](http://www.yrp.ca) for updates.

### **Information for Release – information considered for release is as follows:**

Criminal Record (including youth records that are disclosable pursuant to the YCJA)  
Outstanding Criminal Charges  
Pardoned Sexual Offences  
Prohibition, probation and other judicial orders which are in effect  
Findings of not guilty by reason of mental disorder

### **The following information may be considered for release where it is deemed appropriate:**

Suspect / Culprit information; where the release of such will not hinder any ongoing investigation  
Apprehensions and / or contact under the Mental Health Act  
Details of incidents that may assist an agency in making an informed decision, including investigation where either no charges were laid or there was no finding of guilt.

### **Process Delays:**

As a result of RCMP requirements, individuals applying for a vulnerable sector screening check through our (or any) police service may experience longer wait times before receiving their response. Part of the screening process now involves querying a database of pardoned sexual offences. If the person's date of birth matches the date of birth of a person of the same sex that may have been pardoned of a sexual offence, we will receive notice advising that this person must submit fingerprints. The applicant will be advised by York Regional Police that they need to submit fingerprints in order to continue the process.

In cases where the applicant wishes to discontinue the process, we will not charge them a fee for having run the first query.

Please be assured that York Regional Police is doing everything possible to maintain an efficient service to vulnerable sector screening applicants.