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## Volunteer Screening Request Procedure For Applicants Living in the Regional Municipality Of York

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Applicants for Adult Membership in Scouts Canada must provide to the Council Scout Office, a **Police Records Check** prior to assuming a volunteer role and every three years thereafter. **A record of criminal convictions means the applicant will be ineligible for membership in the organization.** Many offences are pardonable and Scouts Canada respects said pardons. However a PRC may indicate a pardon with respect to a sexual offence, which will make the applicant ineligible. Other information provided on the Police Record Check will also be considered in determining eligibility.

1. Applicants should:
  - Read the back of and then complete attached **Vulnerable Sector Screening** request form [YRP 149 (03/05E)] (available on the York Regional Police website at [www.police.york.on.ca](http://www.police.york.on.ca) under the On-Line Forms link.
  - Arrange to have the *Name and Signature of the Organization Representative* completed. Contact your Area Commissioner or the Central Ontario Administration Centre (416-490-6364, ext. 231) for the names of those authorized to sign.
  - **DESCRIPTION OF POSITION LINE SHOULD BE SPELLED OUT IN FULL. THEY WILL NOT ACCEPT ACRONYMS.**
2. The screening process will provide the types of information noted on the Vulnerable Sector Screening request form.
3. After the request has been verified by a Scouts Canada representative, the applicant must submit the form **in person** and show two pieces of identification, one being a photo identification, together with a certified cheque or money order for \$15.00 (payable to **York Regional Police**), Visa, MasterCard, debit card or cash . The person must attend one of the following two York Regional Police locations -

Headquarters  
Customer Service Unit  
17250 Yonge Street  
Newmarket, Ontario

Hillcrest Mall  
Community Resource Centre  
9350 Yonge Street  
Richmond Hill, Ontario

See application form for hours of operation.

4. When the Police Records Check has been completed (normally two weeks), the York Regional Police will mail the completed request form to the applicant at the address indicated on the application.
4. When the applicant has received the completed Police Record Check from the York Regional Police, the *original* (or a copy **certified** by a Commissioner of Oaths or verified by a Scouts Canada official\*) should then be delivered or mailed to the Scouts Canada Administration Centre at:

Scouts Canada – C. O. A. C  
Attention: PRC Dept (CONFIDENTIAL)  
265 Yorkland Blvd (2<sup>nd</sup> Floor)  
Toronto ON M2J 5C7

\*Scouts Canada officials are the Council Registrar and the Council Executive Director.