



It starts with Scouts.

Scouts Canada
Central Ontario Service Centre
10 Kodiak Cres., Unit 120
Toronto, ON M3J 3G5

Phone: 416.490.6364
www.scouts.ca

Police Records Check Process For Applicants Living in Toronto

Applicants for Adults Membership in Scouts Canada must provide to the Council Scouts Office, a **Police Records Check (PRC)** 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. The **“Police Reference Check Program – Consent to Disclosure of Personal Information” form**, available from the Central Ontario Service Centre (COSC), must be completed and all information requested on the form **must be provided**.
2. **Requests for Toronto PRC forms must go to Rosalie Pelkey at rpelkey@scouts.ca or 416.490.6364 ext. 231.**
3. Completed forms must be returned (mailed or dropped off) to the COSC, located at 10 Kodiak Cres, Unit 12, Toronto, ON M3J 3G5, along with full payment for the processing fee. **Please note that forms submitted directly to the Toronto Police Services (TPS), WILL NOT be processed.**
4. **The cost for Toronto PRC, as of January 1, 2015, is \$20.00.** Payments can be made by cash, cheque or credit card and must be received at the time the form is submitted. (Cheques should be made payable to Scouts Canada)
5. All Toronto PRC forms must be signed by **an Authorized Representative of Agency Requesting Check before being sent to the Toronto Police Services.**
6. All completed signed PRC forms are then submitted to the Toronto Police services en masse along with payments by the Scouts Canada COSC.

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7. Once the PRC is complete (approximately 4-6 weeks), the PRC will be forwarded to the individual. Upon receipt of the completed PRC, the individual must forward an original copy to the COSC as soon as possible. (ATT Rosalie Pelkey) PRC's will only be entered into MyScouts once the original is received at the office. Copies will not be accepted unless an Area Support Manager or Area Commissioner has seen the original and verified a copy.

 8. If a person's Date of Birth (DOB) and gender matches a known criminal while doing Vulnerable Sector Screening, the TPS will send a letter directly to the applicant **with DETAILS** around how to make arrangements to be fingerprinted. The individual must call the TPS on the number provided in the letter to make an appointment. **The TPS will not take walk-ins; appointments must be made.**
 - a. For fingerprinting, please go to the TPS Head Quarters located at 40 College Street.
 - b. Once fingerprints are done, it can take up to 120 days to get the results back.
 - c. Once results are received, please forward the original to the COSC office as soon as possible.
 - d. Fingerprint letters can be obtained at the COSC office by contacting Rosalie Pelkey (rpelkey@scouts.ca)

To inquire about the status of a PRC, the individual must contact the TPS directly at **416.808.7991**