



Police Records Check Process For Applicants Living in Toronto

Applicants for Adult Membership in Scouts Canada must provide to the Council Scout Office, a **Police Records Check (PRC/VSS)** 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. Complete the **“Police Reference Check Program – Consent to Disclosure of Personal Information”** available at the Scouts Canada, Central Ontario Administrative Centre. All information requested on the form **must be provided.**
2. The **Signature of Authorized Representative of Agency Requesting Check** will be completed by Scouts Canada. The individual needs to attend the Central Ontario Service Centre (10 Kodiak Crescent, Unit 120, Toronto, ON M3J 3G5) to receive and fill in the application. New rules from the Toronto Police state that the Operations Manager must sign the application before the individual signs. Once the application is fully signed the office will give you a copy.
3. Cost for the Police Check is \$20.00. Cheques should be made out to Scouts Canada.
4. The Scouts Canada contact person will submit the Forms to the Toronto Police Services en masse.

IMPORTANT: Forms submitted directly to the Toronto Police Services will not be processed.

5. When the check is complete (3-6 weeks), the police will forward to the individual **either:**
 - a. **A copy of the Form indicating that the PRC is clean.**

Upon receipt of a clean PRC the individual **MUST** forward to the Scouts Canada office the original copy of the PRC they received from the Police to the attention of Rosalie Pelkey.

OR

- b. **(If there is a criminal conviction) A letter stating that they must attend the Police Headquarters and shall provide fingerprints.** Upon completion of the fingerprints, they will be forwarded to the RCMP for comparison to ensure the criminal record is indeed that of the applicant. This process will take between 120-150 days. Unfortunately, the Police have no control over this time frame. Therefore, individuals with a criminal record over 5 years old should apply for a pardon prior to applying for membership with Scouts Canada.