



South Simcoe Police Service

RECENT CHANGES

Police Records Checks & Vulnerable Sector Checks

In order to obtain a police record check you must attend the Record's counter in person. There are Records counter locations at both the South Division, located at 81 Melbourne Drive in Bradford West Gwillimbury as well as at the North Division, located at 2137 Innisfil Beach Road, Innisfil. You may obtain an application form at either of these Record's counters. In order to process the check, you will be required to produce two pieces of valid government issued identification. The identification must confirm your name, date of birth and address, and one piece of identification must have a photo. We accept driver's licence, birth certificate, citizenship card, passport, age of majority, health card, Military Identification, Indian Status card, etc.

If you are required to obtain the record check for employment purposes the cost is \$40.00.

If you require the record check for a volunteer position the cost is \$15.00. A letter from the organization for which you will be volunteering that identifies you specifically, or an original signature on the Application form from an organization representative will be required and must be provided at the time of application.

It may take approximately 2 – 4 weeks to process your request. You will be contacted to pick up your Police Records check. Only the applicant will be able to pick-up their own Records check. Please bring valid photo identification.

Vulnerable Sector Search

If a Vulnerable Sector Search is required as a part of your record check, ensure that the necessary sections of the application form and the required signatures are completed on the application form. This search is for individuals who will be employed in vulnerable positions such as; foster parents, adoptions, social workers, working with children, elderly, sick or infirm. The cost for this search is included in the fee for the police record check.

****Changes to the VS Query Process:**

On July 19, 2010, the RCMP instituted enhancements to the Canadian Police Information Centre (CPIC) system for querying flagged pardoned sex offender records, commonly referred to as a Vulnerable Sector (VS) query that all Canadian Police agencies must comply with.

When performing a VS query, the CPIC system initially attempts to identify a possible match to a sexual offence for which a pardon has been granted. This match is based on the surname and given name 1 of the individual. If the initial query does not identify the possible existence of a sexual offender record for which the individual received a pardon, the CPIC system will now perform a subsequent query based on the SEX and DATE OF BIRTH of the individual. The additional query ensures that the CPIC system will require fingerprints to complete the VS verification based on similar sex and date of birth data. This change may also trigger the CPIC system to prompt for more fingerprint submissions to verify the existence of PARDONED SEX OFFENDER records.

The South Simcoe Police will process the initial police record check for a Vulnerable Sector, and if a hit is received, the applicant will be advised that prints are required . At this point, the applicant will be able to opt out of the process and their application will be marked as such and kept by our police service. Individuals who wish to continue with the process will need to follow the steps below in order for their VS check to be completed.

It is important for the public to understand that under no circumstance does this notification confirm that the applicant is or is not a pardoned sex offender. However, in almost all cases, this “possible match” is ruled out via fingerprints.

When prompted by the RCMP, the South Simcoe Police Service will require the Applicant to:

- 1) Be fingerprinted on an RCMP Fingerprint Form. Contact the South Simcoe Police Service to book an appointment with the Identification Unit. Please note that our Identification Unit is located at our South Division, 81 Melbourne Drive, Bradford West Gwillimbury. Your fingerprints will be taken at this location. The fingerprint fee is \$25.00, for both volunteer & employment applicants. This fee will be in addition to the application fee of \$15.00 or \$40.00.
- 2) Ensure that all fields on the Fingerprint form are correct and legible.
- 3) Indicate the position for which you are applying. If it is for volunteer purposes, a letter on the organization’s letterhead must accompany the application. If it is for employment purposes, a \$25 fee is required. You must attach a certified cheque or money order in the amount of \$25 with your application to the RCMP – payable to The Receiver General of Canada.
- 4) Submit a signed and completed consent form 1 (RCMP form that will be provided by Identification Unit) that enables the verification to be conducted, and:

- 5) Send the Fingerprint Form and other applicable documentation to the Canadian Real Time Identification Services (CCRTIS) in Ottawa. The address will be provided to you by the Identification Unit.

When the RCMP search process is completed, the results are returned to the police agency. The applicant will then be contacted and will be instructed to re-attend this Service to complete the South Simcoe PS Vulnerable Sector Screening Request. This will be provided at no additional charge.

Please note that the RCMP website indicates a response time of approximately 120 days.

Should you have any further inquiries regarding the new VS query, please visit <http://www.rcmp-grc.gc.ca/cr-cj/vulner/index-eng.htm>