

## Halton Police Records Check Requests: Vulnerable Sector Screening

A Vulnerable Person is an individual who may be at a greater risk of being harmed than the general population because of their age, disability or handicap, or circumstances whether temporary or permanent.

This type of request is for applicants over 18 years of age requiring checks for the purposes of volunteering with the supervision of children, the disadvantaged or the elderly. For applicants under 18 wishing to volunteer, they should apply for a Police Information Check. The search of information will include the same data as a regular Police Records Check Request, as well as to ascertain if applicants have ever been pardoned for a sexual offence. It requires the signed consent of the applicant.

Fee: \$25.00 for volunteer positions. Please retain your receipt and this cost will be refunded to candidates who are successfully accepted into the program. BOTH the Police Records Check and the original receipt of purchase must be presented, and the library retains both documents. A cheque will be mailed to your place of residence. Please allow up to 3 weeks for delivery.

Please attend HRPS Headquarters or any of our District offices to fill out the application.

### Locations:

Applications for Police Reference Checks may be completed and submitted in person at the following locations:

Location	Address	Schedule
	1151 Bronte Road, Oakville	M-F 8:00 a.m. - 3:15 p.m.
<a href="#">11 Division</a>	217 Guelph Street, Georgetown	M-F 8:30 a.m. - 10:00 p.m.
<a href="#">12 Division</a>	490 Childs Drive, Milton	M-F 8:30 a.m. - 10:00 p.m.
<a href="#">20 Division</a>	95 Oak Walk Drive, Oakville	M-F 8:30 a.m. - 10:00 p.m.
<a href="#">30 Division</a>	3800 Southampton Boulevard, Burlington	M-F 8:30 a.m. - 10:00 p.m.

### Identification:

Two pieces of valid government-issued identification must be provided. One must have the applicant's name, date of birth and photo on it.

Examples include:

- Age of majority card
- Driver's license
- Birth certificate
- Citizenship card
- Passport
- Military identification card

**Payment:**

Payment can be made by cash, debit, Visa or Mastercard. Personal cheques are not accepted, unless certified.

**Note:** There is a certification charge of \$5.00 for each additional copy of Police Records Checks required or requested.

**Processing Time:**

The turnaround time for processing Police Records Checks varies from two (2) to four (4) weeks from the date of application. Priority is given to those required for employment purposes.

**Note:** Response time could extend beyond four weeks, however, due to unpredictable increases in demand for this service, depending on the time of year and/or if applicants have resided outside of the Region of Halton within the past five years.

Processed Canadian Police Certificates and Police Records Check Requests will be forwarded to the attention of applicants by mail unless alternate arrangements are made for pick-up at the Police Headquarters location only.

Once you are in receipt of the Check, this must be forwarded on to Milton Public Library for verification before you are able to commence volunteering at the library.