

Criminal Record Checks



Important changes to the Volunteer
Criminal Record Check Program

****As of January 1, 2018, the Volunteer Agency Registry will be eliminated and Form A will no longer be accepted. All volunteers will be required to pay for their record searches.****

- All individuals are required to provide an original Criminal Record Check that is satisfactory to the Board prior to the commencement of any duties. The Criminal Record Check must have been executed within the preceding 6 months of receipt and include a vulnerable sector screening. (for activities which may include school trips, coaching, reading program, pizza days, safe arrival program, etc.)
- Once you have obtained your criminal reference check and it is on file with the school office, you are only required to submit an annual declaration form, confirming you are free of convictions.
- In most cases, these searches can be completed while you wait on a first come, first served basis. Please note that during peak periods, Vulnerable Sector Searches, may take anywhere from **2-4 weeks** to complete and will be mailed to your home address upon completion.
- The applicant must **attend in person**.
- The applicant must produce **two pieces of valid government issued identification**, one with a photo (expired identification will not be accepted).
- Make arrangements to get your Criminal Record Check done **BEFORE** December 31st to avoid having to pay for your record search.

Visit the school office to pick up the necessary forms
to apply for a Criminal Reference Check.
Sacred Heart School., 24 Kerwood Place, Brampton, ON, L6R 3J3