

**Society of St. Vincent de Paul,
Toronto Central Council
Police Records Check for
Applicants Residing in Durham Region**

1. In Durham, you must go to your local police station to obtain a Police Record Check application. You can complete it there and:
 - a. read it carefully, since you're giving informed consent;
 - b. show two forms of government issued I.D., one of which must be photo I.D.;
 - c. pay the \$15.00 fee (cash only, exact change).

2. You can either receive the results in the mail or pick them up.

3. Since the process takes at least a few weeks, we advise that you submit it as soon as possible, in order to avoid delays in the approving of your application for membership.

4. **Only you** will be notified of the results of the records check. Your form will either indicate there is nothing on file **or** will indicate that there is information on file.
 - a. If there's nothing on file, bring that original letter to the Conference president. It will be forwarded to the Toronto Central Council office and kept in your file.

or

 - b. If you're informed there's information on file and still wish to apply for membership, please discuss the matter with the Executive Director at Toronto Central Council (416-364-5577).

5. Unfortunately, we **cannot** accept any copies of police reports done for any other ministry. Although this is inconvenient for those of you involved in more than one "high risk" ministry, we are advised by police and other experts in the field that this is the way it should be.

This process has been designed to help protect those that we serve. We owe it to them.