# Society of St. Vincent de Paul
# Police Records Check for
# Applicants Residing in Toronto

1. Attached is the form that you must complete.  It has the Society name and the Executive Director's name so that Police Services are aware of the fact that you are a volunteer for the Society.

   You must take the completed form and two pieces of I.D.(one of which must be a  photo I.D.) to either Toronto Police Services, 40 College St. Toronto, Ont.  with **$16.95**. (**Please Note: the Police to do NOT accept personal cheques)** <u>**or**</u>

   To the President of your conference, who will verify your identity, sign as Witness and mail the application and a Conference cheque to the police headquarters

2. Since you are giving "informed consent", it is important that you read the information on the form regarding the types of information that can be reported.  Further information is available as the Toronto Police Services at <u>www.torontopolice.on.ca/prep</u>

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

3. **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 is nothing on file, bring the original report to the Conference president.  It will be kept in your file at the Toronto Central Council office with the rest of your paperwork     **or**

   b. If there's information on file and you still wish to proceed with your application, contact the Executive Director at the Toronto Central Council office at 416-364-5577 to arrange a meeting..

4. Unfortunately, we cannot accept copies of police reports done for any other ministry.  The Police Records Check must be done on the attached consent form.  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 acceptable practice.