

**Society of St. Vincent de Paul,
Toronto Central Council
Police Records Check for
Applicants Residing in Peel (not including Halton Hills)**

1. Enclosed is the form that you must complete. It has the Society logo so that the Police Services are aware of the fact that you wish to be a volunteer for the Society.
2. You must take the completed form and two pieces of government issued I.D. (one of which must be a photo I.D.) to the Police Stations listed on the backside of the form
3. In Peel, there is no cost for this service for volunteers.
4. 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.
5. Since you are giving “informed consent”, it is important that you read both sides of the form carefully before signing and submitting it.
6. **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 the original report to the Conference president. It will be kept in your file at the Toronto Central Council office **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.
7. Unfortunately, we cannot accept any copies of police reports done for any other ministry. The Police Records Check must be done on the enclosed application with our logo on the top. 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 we serve. We owe it to them.