

**Notice re. Police Record Checks
for New Members Applicants in Toronto Conferences**

Toronto Police Services have changed their Police Reference Check Procedures. Following are a few changes to the process and clarifications:

1. **The form and conference cheque goes directly to Toronto Police Services, at the following address: Police Reference Check Program
Toronto Police Services
40 College St. 4th Flr.
Toronto, Ont. M5G 2J3
and not to Toronto Central Council office as in the past.**
2. **The Toronto Police Services will not accept a personal cheque from the new member. The cheque must be made to the Toronto Police Services from the conference account for \$16.95 and mailed directly to the police with the legal size reference check form. The person can then reimburse the conference with a cheque or other form of payment.**
3. **The new form is now in legal size and includes a request by the Society for information regarding any contact with Police Services under the Mental Health Act. The form has the Executive Director's signature authorizing this request. This is a new component. (the Police will not accept the form if it is not in legal size)**

Before mailing out the form, please enter the date on the empty spot before the Executive Director's signature, sign as the witness after checking the identification of the person and enter the name of the conference below the signature.

4. **Once the applicant receives confirmation that there is nothing on their record, you must submit this confirmation to Central Council with their other paper work. In the event there is something on the applicant's file, and they still wish to proceed with the application, they must contact the Executive Director at Toronto Central Council at 416-364-5577. Conference Presidents are not to review the results of positive police record checks**
5. **For any general information about the process, one can go online to the Toronto Police Services web site at www.torontopolice.on.ca/prcp/**

Please ensure that the form is in legal size and filled correctly and completely and please destroy all previous forms.

As in the past, you, as president, must see photo ID to verify the applicant is who they claim to be. You then sign as Witness.

**Please direct any questions regarding this process to:
Anar at Central Office 416-364-5577. ext. 222**