

RE: **New** procedure for a Police Records Check.

You are receiving the attached paperwork to fulfill our Sanctuary Policy Requirements. Please note the procedure for the Police Records Checks **has changed**.

1. Go to www.ottawapolice.ca . Under “Popular Pages” select “Online Police Records Checks”. Select Vulnerable Sector (Level 3) “Read More” and then “Apply Online”. You will need to sign in or create an account if you don’t have one. Select “New Application” top right corner and confirm you want Level 3 Vulnerable Sector. **Important:** You will need your sin #, address history and personal information plus a pdf(scanned copy) or photo of your volunteer letter before you start. You must complete the application in **one sitting** and it will time out after 15 minutes of inactivity. (Note: the church will accept the email version and it is much faster!) If the online application requires you to attend/submit paperwork in person still complete the application! You will get priority service at 2670 Queensview if you completed an online application and get served much faster than in person applications.
2. To complete the application in person you must go to the Police Station at 2670 Queensview Dr **only.** (The wait times for in person applications have increased – it is **highly recommended** to complete your application **online**)
 - completed form
 - two pieces of ID (see page 2 of form for ID that can be used)
 - attached letter to the Police department stating you are a volunteer

Once you have done this please notify Arlene via email or telephone call (824-9260) that you have completed this part of the process.

In approx. 2 weeks (email response) you will get the pdf file. Just forward the email to admin@graceorleans.ca . or in approx. 5-6 week (paper) you will receive the police check (stamped) back at your home address. Please make sure to bring the **original** (we keep it on file in the church safe) to the office at your earliest convenience.

If you have any questions or require assistance please contact Arlene Lamadeleine at 824-9260, admin@graceorleans.ca or drop in during office hours (We can do the online application together).

Many thanks,

Arlene Lamadeleine
Administrative Assistant/PRC Coordinator
Grace Church