



Battlefields Council

Security Clearance Request Procedure for Applicants Served by: The Hamilton Police Service

VSP September 11th 2010

The Scouts Canada screening process must be totally completed prior to an adult becoming a probationary member and being in contact with youth members. This includes a 'clean police record check (PRC). A 'clean' PRC means no criminal record, no pardon(s) for a sexual offence, no outstanding criminal charge(s), no order(s) made in the interest of safety, no contact, access or behaviour restriction(s) nor any order(s) made under the child protection legislation. If your PRC contains any of the above, your application for adult membership will be declined.

1. Applicants will report **in person** to the Hamilton Wentworth Central Police Station, Central Records Branch at 155 King William Street; forms taken to the outlying stations or to Central Reception cannot be processed.

Records Branch Hours:

Monday – Friday 8:30 am to 6:00 pm

Closed – Saturday, Sunday and Statutory Holidays.

At that time, you will present a completed [Request for Vulnerable Sector Screening](#) form. This is available from your interviewer, Group Commissioner, and the Hamilton Help Desk. It is also available on-line from the Hamilton Police Services website www.hamiltonpolice.on.ca - to locate – click on **Public Services** (from options on left side of screen) then on **Records** (from Public Services sub sections or the options on right side of screen) then on [Criminal Records Search](#) (from options on right side of screen) then finally on **Vulnerable Sector Screening Form**.

Along with this form, the applicant will need a [Police PRC Request Letter](#) signed by the Group Commissioner or Group Administrator or by a member of the Help Desk Team which attests that the applicant is a volunteer and provides for the search fee of \$15.00 for volunteers to be charged rather than the \$40.00 fee for employment searches.

Payment for the search fee ([\\$15.00](#)) can be made in cash, debit card, VISA or MasterCard

Scouts Canada requires an original Police Record Check to be provided. If the applicant needs additional copies for other volunteer roles, the Hamilton Police Services will provide up to 3 copies (at no additional cost). This must be asked for at the time of submitting the application. As well, additional volunteer PRC's may be conducted within the year at no additional fee.

The turnaround time is 30 days. You will not be contacted when your documents are ready. Materials left in excess of 60 days from the date of pickup will be purged.

In July 2010, the RCMP has made changes which affect the PRC process. In some cases you may be required to return to the police station to be finger printed. The reasons for this are explained in detail on the Hamilton Police Services web site under [Criminal Records Search](#). This will extend the turnaround time up to 120 days.

It is suggested that you provide a self-addressed envelope and check and initial the appropriate box found on the [Request of Vulnerable Sector Screening](#) form (*I hereby consent to having the results of this search mailed out to me*). Unless you are required to return to be finger printed as mentioned above, this will save you a return visit to pick up your completed PRC. It may also shorten the time it takes to receive the PRC (less than 30 days in most cases).

2. Applicants will be required to provide any two of the following pieces of identification (**one of which must be a photo ID**): Birth Certificate, health card, valid Drivers License, Firearms Acquisition Certificate, Canadian Passport, Citizenship documents, Immigration documents, Native Status Card, Ontario Age of Majority Card, College/University Student Card, employment ID. If you cannot accumulate two of the above, several pieces of mail addressed to you at your current residence from government departments or public utilities may serve as an alternative form of ID.
3. The Security Clearance may include information relating to: Criminal Record (adult), Criminal Record (young person), Record of “not criminally responsible by reason of mental incompetence”, Pending charges under federal statutes, Probation, Prohibition and other judicial orders which are in effect, Convictions for summary conviction offences, Pending charges under the Child and Family Service Act, Record(s) of convictions for offences under the Child and Family Service Act, Records of Civil Findings with respect to Abuse of Children, Admissions of a person of abuse against children, disadvantaged or elderly where charges were not laid, Pardon Criminal Code convictions or convictions for which a Conditional or Absolute Discharge was given and the applicable period for which the conviction is recorded has expired if the offence involved violence against children, disadvantaged or the aged, Suspect data and/or details of a person as complainant, victim or witness within an occurrence.
4. When the applicant has received their Police Record Check (PRC), the **complete and original** report should then be mailed or delivered completed to the Regional Scout Office at:

Scouts Canada – Battlefields Council
Att’n: Regional Screening Process (CONFIDENTIAL)
531 Windermere Rd.
London, ON N5X 2T1
5. If the PRC is complete and accepted, this will be entered on the Membership Management System. If there are matters of concern; the applicant will be contacted directly by the Scouts Canada staff. In any case, the record will be retained under confidential file by Scouts Canada.
6. Once the accepted PRC, Interview and Reference Checks are received and entered onto the Membership Management System, the individual will be activated and then in a position to participate as a volunteer and registered member of Scouts Canada