

## **Instructions for Vulnerable Sector Checks and Background Checks (CPIC)**

**I**f you are age 17 or younger a Police check is **NOT** required

**I**f you are **18 or older** and have completed **Vulnerable Sector screening for Emmanuel** in the past, a normal **Background check (CPIC)** is all that is necessary.

**I**f you are **18 or older** and have **never done, for Emmanuel,** a **Vulnerable Sector Verification (VSV or VSC or VSS** are all the same!) you will need to ask for one.

1. Print and complete appropriate attached letter, name, date & sign. There are two letters. One if you need a VSS and the other if you need a basic Background check.

2. Each police detachment has slightly different requirements for these Checks. Your detachment depends on where you live. If you are outside of the City of Barrie, you can confirm your location via the OPP.CA website under Police Checks. Enter your address on the map and you will be directed to the correct detachment location.

- [Barrie Police services](#) for residents of the City of Barrie, create an account then select Online Criminal record checks. There will be charge of about \$13.

- [Ontario Provincial Police](#) to find out your local detachment and their requirements. Free for volunteers and require the volunteer letter.

- [South Simcoe Police](#) for residents of South Simcoe

3. Complete the ONLINE application – do not attend in person. Upload your signed and dated letter with your application.

Some police services charge volunteers and if you are required to pay, please submit your receipt to the church for reimbursement.

This online process is constantly changing, many people with a clear criminal record are being asked to verify their identity with credit bureau questions. Do not worry – it's not about you! I can answer your questions about that, so please contact me.

Thank you for taking these steps to be part of our volunteer ministries.

*Lori-Anne*

Lori-Anne McDonell

Safe Church Administrator

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