



# Windsor Minor Hockey Association Police Information Check Instructions

*This information is for residents of Windsor only*

## All WMHA Volunteers must submit to a Police Information Check

Please follow these steps:

1. Print and complete the **Police Information Check** and **Request for Police Vulnerable Sector Check** forms available on the WMHA website;

### THE POLICE 'VULNERABLE SECTOR REQUEST FORM' MUST BE SIGNED BY THE EXECUTIVE V.P BEFORE SUBMITTING TO WINDSOR POLICE DEPARTMENT

2. **Bring all (3) completed forms** to Information Services located in the lobby of Windsor Police Headquarters located at 150 Goyeau Street. Counter Service hours 8:00am-4:00pm, Mon through Fri.;
3. You will need to produce (2) pieces of valid government issued identification, (1) showing current Windsor address. The fee is \$25.00 cash;
4. The Police Service will issue you documents concerning your Police Information Check. You must submit to your WMHA representative receipts and documents pertaining to;  
(a) *Date of Submission to Police Headquarters(on receipt)* (b) *Date Information Check will be ready(on document)*;
5. The Police Information Check will be mailed out to your Windsor address.
6. As per RCMP CPIC policy you may be contacted for verification through fingerprint submission. Electronic submission of fingerprints are taken at WPD. Contact 519-255-6700 ext 4129 for an appointment. The fee is \$45.00. Bring (2) pieces of valid government issued identification.
7. If fingerprint submission is required inform your WMHA representative. Submit receipt of fingerprint submission once completed to WMHA representative ;
8. Once a response to your fingerprint submission has been received from the RCMP, your Criminal Record Check will be completed. The completed Record Check will be mailed to your home;
9. You **must** submit your original Record Check . Mail or deliver to: W.M.H.A. Volunteer Information 2643 Askin Ave, Windsor Ont., N9E-3H8. **Record Checks are confidential**;
10. The WMHA will reimburse your fees upon receiving your receipts and Record Check. Receipts are to be submitted within 60 days of the date stamped on your Record Check. No refunds will be paid after the 60 day period.

Rick Parè  
Executive Vice President WMHA



# POLICE INFORMATION CHECK

## POLICE VULNERABLE SECTOR CHECK *(Unit 3 must also be completed)*

### UNIT 1. TO BE COMPLETED BY APPLICANT

**Mailing Address (name, street, city, province, postal code)**

Must Print **Legibly Under Each Heading**

Date of Request

yy / mm / dd

Last Name		First Name		Middle Name	
# and Street Name		Apt/Unit #		Maiden Name or other Surnames used	
Other first names		City		Province	
Postal Code		Date of Birth		Place of Birth	
Gender		yy / mm / dd			
Address History – please fill out if resident address differs from mailing address and/or if resided OUTSIDE of the region in the past 5 years					
Street name and # (please state below)		Apt/Unit #		City	
Province		Postal Code		# of yrs	

### Reason for Request (state below)

### Self-Declaration (if applicable)

Agency name and reason: (volunteer,, employment or other – if other, please specify)

☐ Declaration of Criminal Record (attached)

Is “Reason for Request” dealing with the Vulnerable Sector Yes \_\_\_\_\_ No \_\_\_\_\_

\*\*\*\* if yes, UNIT 3 must be completed \*\*\*\*

### UNIT 2. POLICE USE ONLY – One box must be checked for each section

#### 1. RESULTS FOR NAME-BASED CRIMINAL RECORD VERIFICATION

<input type="checkbox"/>	<b>NEGATIVE</b>	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records <b>did NOT identify any records</b> with the name(s) and date of birth of the applicant. <b>Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison.</b> Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
<input type="checkbox"/>	<b>INCOMPLETE</b>	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records <b>could NOT be completed.</b> <b>Positive identification that a criminal record does or does not exist requires the applicant to SUBMIT FINGERPRINTS to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company.</b> Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
<input type="checkbox"/>	<b>POSSIBLE MATCH</b> (see attached page for details)	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records <b>has resulted in a POSSIBLE match to a registered criminal record.</b> <b>Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison.</b> As such, the criminal record information declared by the applicant <b>does NOT constitute a Certified Criminal Record by the RCMP.</b> Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

#### 2. RESULTS OF FINGERPRINT COMPARISON SEARCH WITH THE NATIONAL REPOSITORY OF CRIMINAL RECORDS

<input type="checkbox"/>	<b>NO RECORDS IDENTIFIED</b>
<input type="checkbox"/>	<b>RECORD IDENTIFIED</b> – See attached supplementary information form
<input type="checkbox"/>	<b>NOT APPLICABLE</b>
<input type="checkbox"/>	<b>FINGERPRINTS ARE REQUIRED IN ORDER TO OBTAIN A CERTIFIED CRIMINAL RECORD CHECK FROM THE RCMP.</b>

#### 3. RESULTS OF INVESTIGATIVE DATABANK AND LOCAL INDICES RESULTS

<input type="checkbox"/>	<b>NEGATIVE</b> – No information was revealed that can be disclosed in accordance with federal laws and RCMP policies
<input type="checkbox"/>	<b>POSITIVE</b> – See attached page(s) for details

#### 4. RESULTS OF POLICE VULNERABLE SECTOR SCREENING ONLY

<input type="checkbox"/>	A search of pardoned sex offenders was conducted. <b>No information to release.</b>
<input type="checkbox"/>	A search of pardoned sex offenders was conducted. <b>Information authorized for release (see attached)</b>
<input type="checkbox"/>	A search of pardoned sex offenders <b>was not</b> conducted.

Date completed:

Total Number of Pages \_\_\_\_\_

Clerk #

NOT VALID UNLESS EMBOSSED WITH POLICE SEAL

<b>Identification – one form MUST be Government Issued and include applicant's name, date of birth, signature and photo of applicant</b>			
Type of I.D. produced		ID number	
Type of I.D. produced		ID number	
Extra Copy - \$10.00 per additional copy - #			
<b>Contact Information</b>			
Res. Phone		Bus. Phone	
Cell Phone			
<b>The Police Information Check will include the following information as it exists on the date of the search:</b> <ul style="list-style-type: none"> <li>Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition orders</li> <li>Criminal convictions (summary and indictable) from CPIC and/or local databases.</li> <li>Absolute and conditional discharges.</li> <li>Family court restraining orders.</li> <li>Criminal charges resulting in dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder as listed on local indices.</li> <li>Police contacts including but not limited to theft, weapons, sex offences, or violent, harmful and threatening behaviour.</li> </ul>			
<b>The Police Vulnerable Sector Check will include all of the above and the following information as it exists on the date of the search:</b> <ul style="list-style-type: none"> <li>Police contacts including but not limited to theft, weapons, sex offences, or violent, harmful or threatening behavior which may or may not have involved a mental health incident where no charges were laid.</li> <li>All pardoned criminal convictions, including sex offences, identified as a result of a Vulnerable Sector Verification search and authorized for release by the Minister of Public Safety and Emergency Preparedness.</li> </ul>			
<p>1. I hereby release and discharge the Windsor Police Service and all members and employees of the said Service from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the Police Service. I hereby authorize the Windsor Police Service to inquire into and disclose the results of any police records indicating criminal convictions, conditional and absolute discharges, outstanding criminal charges to me and to conduct a local police contact search with any Police Service in Canada.</p> <p>2. I certify that the information provided by me in this application is true and correct to the best of my knowledge and belief. I have read this consent, understand it and agree to it in its entirety.</p>			
<b>Applicant's Name: (Please Print)</b> _____			
<b>Applicant's Signature</b> _____			
<b>UNIT 3. POLICE VULNERABLE SECTOR CHECK</b>			
<b>This section is restricted to applicants seeking employment and/or volunteering with vulnerable individuals.</b> "Vulnerable persons" means persons who, because of their age, a disability or other circumstances, whether temporary or permanent, (a) are in a position of dependence on others; or (b) are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.			
<i>Part 1: Identification of the Applicant</i>			
Surname	Given Name	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (yy-mm-dd)
<i>Part 2: Reason for Consent (Please fill out the following):</i>			
I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.			
Description of position	<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer	Name of the person or organization	
Details regarding the responsibilities towards children or vulnerable person(s)			
<i>Part 3: Consent</i>			
I hereby consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon for, any of the sexual offences that are listed in the schedule to the <i>Criminal Records Act</i> .			
I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the <i>Criminal Records Act</i> in respect of which a pardon was granted or issued, I will be requested to provide fingerprints to confirm that record and that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.			
Signature of Applicant		Date (yy-mm-dd)	
Personal information contained on this form is collected pursuant to the Police Services Act, s.41 and is collected for the purpose of processing this police record check. Questions concerning this collection should be directed to <b>Information &amp; Privacy Co-Ordinator, PO Box 60, Windsor, ON, N9A 6J5 519-255-6700, X4145</b>			



## Windsor Minor Hockey Association

Date: \_\_\_\_\_

To: Windsor Police Service

**RE: REQUEST FOR POLICE VULNERABLE SECTOR CHECK**

As the authorized representative of Windsor Minor Hockey Association, that is responsible for the well-being of one or more children or vulnerable persons, as defined in section 6.3(1) of the Criminal Records Act, I hereby request that the Windsor Police Service conduct a Police Vulnerable Sector Check, pursuant to section 6.3 of the Act, with respect to the following individual for the position of

\_\_\_\_\_.

☐ Paid Position                      X    Volunteer                      ☐ Student/Other

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_

**Name/Title:** Richard Parè / Executive V.P.

**Agency:** Windsor Minor Hockey Association, P.O. Box 713 Station "A"

519-974-7183 (fax)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please refer to the **Police Record Check Agency Fact Sheet**, located on the Windsor Police Service website at: [www.police.windsor.on.ca](http://www.police.windsor.on.ca) for complete details, on the Record Check Process.