Contario Ontario Association of Archers Inc. / Screening policy FORM 1

Online Police Background Check

Members of the public can apply online for Police Background Checks. Applicants select the appropriate check and then select a police facility at which they will pick up the completed check. It's simple, accessible and convenient. Don't wait *in line*. Apply *online*!

For the purpose of the OAA, please complete a Police Vulnerable Sector Check that you will then forward (PDF format) via email to (administration@oaa-archery.on.ca) for safekeeping. Requests for Screening are a *common practise* for ALL who are involved in volunteer work as it relates to athletes of ALL ages in many forms of sport (i.e. hockey, swimming, golf, volley-ball, including school teams and community associations, etc.).

How do I apply? Applying for an online background check, applicants require:

- Two pieces of government-issued identification that are not expired
- One piece of identification that includes a photograph
- Proof they reside in (designated) i.e. <u>York Region</u> if applying for a Police Vulnerable Sector Check /Each region has a weblink available.
- VISA or Mastercard

<u>Please note</u>: Health cards & Social Insurance No. cards <u>ARE NOT</u> accepted. Requests for any level of police record check can only be made by the applicant. Third-party requests <u>ARE NOT accepted</u>.

How do I pick up my check?

Once payment has been confirmed and the application has been submitted, a Customer Service Representative will begin to complete the request. The applicant will receive an email to attend the police facility when the check has been completed. *When picking up the check, the applicant must provide identification (and proof of residency, if required).

Who should I contact if I have not been notified?

(to pick up my police background check)?

If you have not received an email notification to pick up your completed background check, please call Customer Service at 1-866-876-5423 ext 7655 or email us at <u>csu@yrp.ca</u> to find out the status of your check

Applications are also available at Government of Ontario, Forms Repository Site. here.