



Moose Jaw Police Service-Vulnerable Sector Check

The Information that you provide to the Moose Jaw Police Service is collected under the Authority of the Saskatchewan Local Authority Freedom of Information and Protection of Privacy Act-Section. Your personal information is protected by Saskatchewan's Local Authority Freedom of Information and Protection of Privacy Act and can be reviewed on request.

Applicants under eighteen (18) can only apply for their own purposes (Privacy Request) or for a position within a Municipal, Provincial or Federal government agency.

PLEASE READ INSTRUCTIONS CAREFULLY

*** If you require a CERTIFIED COPY of your Criminal Record, which requires fingerprints contact our Ident Unit at (306)694-7617 to make an appointment for Fingerprinting. DO NOT COMPLETE ANY FORMS.**

PLEASE PRINT CLEARLY ON ALL PAGES – ILLEGIBLE FORMS WILL NOT BE ACCEPTED

- You must be a resident and reside within the City limits of Moose Jaw to have your application processed here. **If you reside outside the City Limits you must attend the Police Service in your area.**
- You must present your application **IN PERSON – NO EXCEPTIONS**
- The application form MUST be completed in **BLUE INK ONLY** or it will not be accepted.
- Forms must be completed with all required information, signed and dated. Incomplete forms will be returned to the applicant.
- Applicant must present 2 pieces of VALID identification – **one must be photo ID**. Acceptable forms of ID are Driver's License, SGI Identification Card, Birth Certificate, Health Card or Passport
- Applicants will be contacted by telephone when their form is complete and ready to be picked up. **The completed form can only be picked up by the applicant – NO EXCEPTIONS - the applicant must provide photo Identification at the time of pickup also.**
- - **NO EXCEPTIONS** –The organization requiring you to provide a Vulnerable Sector Check must provide you with a letter outlining the reasons for this level of Check and that document must accompany your application.
- - **NO EXCEPTIONS** – once processed the Applicant will be contacted to pick up their completed form.
- Forms will be processed within 14 business days.
- Processing time will vary from applicant to applicant based on the length of time and location of a previous residence. A police records check from another agency will inevitably increase the amount of time required to process your local criminal records check. Processing requests to other police agencies could delay the completion of your criminal records check

PLEASE DIRECT ALL INQUIRIES TO (306) 694-7611



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VULNERABLE SECTOR CHECK

A Criminal Record Search for a Sexual Offence for Which a Record Suspension (formerly called a Pardon) has been Granted or Issued. This search may be based on the name(s), date of birth and declared criminal record history of the applicant or to ensure accuracy a search based on fingerprints may be required to complete the criminal record check and disclose such information to them.

A Police Vulnerable Sector Check is intended for applicants who will be in a position of *trust or authority* over children or vulnerable persons in Canada only. **(This means more than having contact with children or vulnerable persons.)**

Moose Jaw Police Service Criminal Record Check Form must accompany This Form.

This Form must be accompanied by a letter from the requesting Organization or Person referred to in the Basic Criminal Record Check Form which contains the following:

- a) confirmation that the Organization or Person is responsible for the well-being of a child, children, or vulnerable person(s);
- b) the type of vulnerable person(s) the Organization or Person is responsible for (e.g. elderly, physically disabled, mentally disabled, etc.);
- c) information to establish that the paid or volunteer position is one of trust or authority towards the child, children, or vulnerable person(s).

Even though an Organization or Person is responsible for the well-being of a child or vulnerable person, not every applicant for a paid or volunteer position will qualify for a Vulnerable Sector Check. The position must be one of trust or authority towards the child or vulnerable person. Being in a position of trust or authority is more than just having incidental contact with a child or vulnerable person.

Processing time will vary from applicant to applicant based on the length of time and location of a previous residence. A police records check from another agency will inevitably increase the amount of time required to process your local criminal records check. Processing requests to other police agencies could delay the completion of your criminal records check.

The Vulnerable Sector Check Incorporates a Criminal Occurrence Record Check

A Basic Criminal Record Check and Judicial Matters Check will be undertaken as part of the Vulnerable Sector Check.



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Basic Criminal Record Check

Criminal Record Search based on the name(s), date of birth and declared criminal record history of the applicant, to obtain the information required to complete the criminal record check and disclose such information to them.

The search will include:

- Criminal convictions from CPIC and/or local databases
- Summary convictions (previous 5 years) when identified
- Findings of guilt under the *Youth Criminal Justice Act* within the applicable disclosure period**

Judicial Matters Check

This check is intended for applicants who are involved as a volunteer, employee or in any situation where a **COMPREHENSIVE** Criminal Record Check is requested. This check is NOT intended for applicants seeking to work or volunteer directly with vulnerable persons.

The search will include:

- Criminal convictions from CPIC and/or local databases
- Summary convictions (previous 5 years) when identified
- Outstanding entries, such as charges and warrants, judicial orders, peace bonds, probation and prohibition orders
- Absolute and Conditional Discharges (for 1 or 3 years after the finding of guilt respectively)
- Findings of guilt under the *Youth Criminal Justice Act* within the applicable disclosure period**

** Note: Youth records will only be provided to agencies that fall under Sec 119(o) of the YCJA (i.e. Federal, Provincial or Municipal government agencies)

- Application Fee For Vulnerable Sector Check:
 - \$50.00 for Vulnerable Sector Checks Based on name and date of birth only.
 - \$75.00 for Vulnerable Sector Checks Requiring Fingerprints (\$50 for original and \$25 for fingerprints)
 - Cash (exact change required) or money order accepted
 - Debit/interact available