

## RECORD CHECK INSTRUCTIONS

Dear Volunteer,

Thank you for your interest in serving at GCC. Here are a few helpful instructions for filling out the Criminal Record Check:

1. Complete the form online at <https://policecheck.guelphpolice.ca/> or complete a hard copy of the form and bring it to the Guelph Police Station.
2. Fill out your personal information.
3. When it asks 'Reason for Request' your answer will always be 'volunteer' unless you are a paid staff member at GCC. When it asks if you will be dealing with the vulnerable sector, always check yes – our church's contract with Guelph police states that any record check done through GCC requires a vulnerable sector check as well. If you don't check yes in this box and fill out the required information, your Record Check will not be processed.
4. If processing online, you will need your driver's license number, passport number, or another form of id. If processing at the station, ensure you have two pieces of id with you. Guelph Police DOES NOT accept the following as ID: SIN cards, Credit Cards.
5. If processing online, use the bolded information in the Volunteer Letter provided by the ministry lead to enter the Authorization Number and expiry date in lieu of payment.
6. You will receive the criminal background check in the mail. Please print a copy for your own records and give the original to your ministry lead.

Thank you,

GCC Office Staff