

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. Fill out your personal information
2. When it asks 'Reason for Request' your answer will always be 'volunteer' unless you are a paid staff member at GCC
3. 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. In order for the GCC office to be authorized to process this **YOU MUST ATTACH A PHOTOCOPY OF TWO PIECES OF ID WITH YOUR APPLICATION. AT MINIMUM, ONE MUST BE GOVERNMENT ISSUED PHOTO ID (DRIVER'S LICENSE, PASSPORT ETC.).** Guelph Police DOES NOT accept the following as ID: SIN cards, Credit Cards.
5. If using a Health Card as a piece of ID DO NOT write the card number on the application. Still provide a photocopy.
6. When it has been filled out and your photocopies attached, drop the completed application in the OFFICE inbox, which is now located in the Library Centre/Grace Kids sign in area. You can also drop off the forms in the DROPBOX located outside the church office (stone building beside the church).
7. If you would like a copy of your Criminal Record Check when it is returned to GCC, please let the office know. The original copy will be filed in a locked filing cabinet in the church office.

Thank you,

GCC Office Staff

GRACE  
COMMUNITY  
CHURCH

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