Police Checks

This service is restricted to applicants seeking employment and/or volunteer work with vulnerable individuals. This includes national and local police databases. The possible existence of criminal convictions and outstanding charges, as well as incidents of all negative police contacts for at least the previous five years will be considered for release.

Those who have not dropped off their Police Checks will be require to produce one before assuming their volunteer position. **Your name will not appear on a Team Roster without a Police Check**.

* All volunteers on an official team roster for KMHA will require a Police Check.
* Police Records Checks are valid for 3 years

Please follow the steps below, if your unable to attend the October In Person Police Records Check:

1. Download the [**Ottawa Police Form**](http://www.ottawapolice.ca/en/contact-us/Request-a-Background-Check-or-Police-Report.asp)
2. Email the following information to [**riskandsafety@kmha.ca**](mailto:riskandsafety@kmha.ca) – Last Name, First Name, Initials, Full Home Address and Phone Number for a volunteer letter to bring with you so that you will not be charged a fee at the police station(KMHA WILL NOT REIMBURSE FOR POLICE CHECKS, PLEASE MAKE SURE YOU ATTAIN THE VOLUNTEER LETTER TO BRING WWITH YOU)
3. The information provided will be used by Risk and Safety Coordinator to fill out the KMHA Volunteer letter to provide proof that you are involved with KMHA in a volunteer capacity in order to have the processing fee waived.
4. Risk Coordinator will e-mail a signed KMHA Volunteer letter (in PDF format) and you can print off the letter and fill out the Ottawa Police Form.
5. You can take the forms to either the central Police Station on Elgin St downtown or within Kanata to the local Police detachment located 211 Huntmar Drive or any other Ottawa Police Station
6. Please ensure that you bring the necessary photo ID listed on the form and the letter from KMHA to ensure the fee is waived.
7. Once you have received the stamped and signed copy of the Police Records Check from Ottawa Police, please ensure that a PDF scanned copy or a photocopy of the original is provided to KMHA Risk and Safety.

By doing the police check yourself, this will enable you to avoid any delays in starting your volunteer position.

\*Vulnerable persons or individuals refers to a class of persons who, because of their age, a disability or other circumstances, whether temporary or permanent are in a position of dependence on others or 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 (for example: children, disabled or elderly)

Questions / Comments Email : [**riskandsafety@kmha.ca**](mailto:riskandsafety@kmha.ca)