

# Police Records Check (PRC)

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For the volunteer letter, please fill in your full name, full address, telephone number and date of birth. Once you do that send the document to the general manager [info@kmha.ca](mailto:info@kmha.ca) it will be signed electronically and emailed back to you

Click here for the [Volunteer Letter](#)

You are encouraged to apply online.

Direct Link: <https://www.ottawapolice.ca/en/contact-us/Police-Record-Checks.asp>

Or

Ottawapolice.ca → Contact Us → Online Police Records Check

- When applying online, ensure that you [apply for Level 3 Vulnerable Sector Check](#)
- Print or take a screen shot/digital copy of your Summary Request/History to prove that you have applied.

Applications received online that pass the identity verification are receiving their completed application **FASTER** than attending in person.

Note: Many people applying in-person can complete their application online. If your application requires that you need to go in-person to complete your records check, **continue to complete the online application**. A partially completed online application will get you through the line faster with a priority ticket when you arrive in-person.

**\*Important\*** If you are asked to go in for fingerprints, the online system will send you an email. You need to bring a paper copy of that email along with a paper copy of your KMHA letter. The Ottawa Police require the paper copy of the KMHA letter to waive the fee (KMHA doesn't pay for PRC's and therefore won't reimburse the fee if you forget your letter). The paper copy of the email will allow you to bypass the standard line at the police station and go directly to the fingerprint section.

If you must apply in-person, more details are available here:

<https://www.ottawapolice.ca/en/about-us/In-Person-Police-Record-Checks.asp>

### **Who Requires a Police Records Check?**

All coaches, managers and trainers.

See reference to specific HEO Policy below.

### 6.6 Hockey of Eastern Ontario Policy for Police Records Checks

Hockey Canada has recommended that all Branches have Police records Checks conducted on all personnel that have authority over or contact with, directly or indirectly, minors. Hockey of Eastern Ontario has been in compliance with this recommendation for several seasons now. All personnel will have a current Police Check and will be subject to provide documentation they had obtained the required police check. This policy cannot be changed by any District or Association within HEO and must be strictly adhered to.

#### Policy Inclusions:

- All HEO executive and administrative personnel.
- All executive, coaches, managers, trainers and administrators of HEO teams.
- All HEO referees.
- All HEO supervisors and instructors.

#### Policy Criteria:

- Applies to personnel eighteen years of age and over. Persons turning eighteen must have a Police Records Check completed by the age of nineteen.
- Police Records Checks are to be updated every 3 years.
- Police Records Checks must include vulnerable type checks.
- Any new individual through the course of a season must have a Police Records Check. It is understood that compliance sometimes is not as timely as desired as this is a drain on police resources. Individuals may fulfil their duties once they show they have made application.

- Individuals will keep the Police Records Check in their own possession. It need be shown to their superior to confirm completion and if requested from time to time. Branch, Districts, Associations or Program managers will maintain a checklist to confirm they have seen a completed Police Records Check of those individuals within their purview.
- Individuals who may be charged by the police are required to self-report to their superior.
- Individuals are responsible for all costs that may be incurred. (KMHA to Refund)

(this is a copy of HEO's Police Check Policy as per June 6th 2017. See the full updated policy here: [http://www.hockeyeasternontario.ca/docs/HEO\\_Policies.pdf](http://www.hockeyeasternontario.ca/docs/HEO_Policies.pdf) )