



REQUEST FOR POLICE RECORDS CHECK FOR TRUSTEES AND VOLUNTEERING APPLICANTS

Note to Principal/Director/Superintendent:

This request form is to be filled out by the Principal/Director/Superintendent for all school volunteer applicants and/or Director/Superintendent for all Board Committee members. It will be followed up by the Principal/Director/Superintendent in the screening process and the Principal/Director/Superintendent will retain a checklist of Criminal Record Checks on every volunteer, signed by both parties, in a secure volunteer file in the school office.

Notes to Volunteer Applicant:

1. Present this form to the Records Clerk at the nearest Peterborough Victoria Northumberland and Clarington Region Police Station.
2. A Canada wide (CPIC) for both criminal record and vulnerable sector check is required. You may be reimbursed for the \$5 - \$30 fee upon presentation of this form and the appropriate Police Records Checks, at the discretion of the school Principal/Director/Superintendent.
3. Show this form and the Police Records Check to the school Principal/Director/Superintendent.
4. Your offer of service is conditional upon complying with this process and a decision by the Principal/Director/Superintendent and the Board upon assessment of the details of the Police Records.

Thank you.

Volunteer Applicant's Name: _____

Principal/Director/Superintendent Signature: _____ Date: _____

School/Catholic Education Centre: _____

Information Collection Authorization: *Personal information on this form is collected under the authority of the Education Act and will be used for administrative purposes as determined in the Administrative Procedure for Volunteer Programs in the Peterborough Victoria Northumberland and Clarington Catholic District schools, and will be retained only for the current school year. Questions about this collection of personal information should be directed to the school Principal or the Manager of Communications and Freedom of Information/Protection of Privacy, Peterborough Victoria Northumberland and Clarington Catholic District School Board, 1355 Lansdowne Street West, Peterborough, Ontario, K9J 7M3. Phone: (705) 748-4861, Ext. 245 or (800) 461-8009 Fax: (705) 748-9691*

COPIES TO: 1. PRINCIPAL/DIRECTOR/SUPERINTENDENT 2. VOLUNTEER