



## OPP Police Checks & CMHA Offence Declarations

### Submittal Procedures are as follows:

- Must be submitted through the CMHA hockey office
- POLICE RECORD CHECKS (PRC) – (more specifically, Vulnerable Sector Check including the Pardoned Sex Offender Database) & CMHA OFFENCE DECLARATIONS can be put in a sealed envelope and handed to the division convenor or VP RISK. The convenor will then ensure they get to the Hockey Office.
- **Do not put a date on the Vulnerable Sector Form when signing it.** The CMHA office will add date and submit form to OPP.
- Applicants must provide (2) pieces of ID, one of which must be government-issued and include the applicant's name, date of birth, signature and photo.
- **Applicants must submit a stamped self address envelope with PRC**
- Upon receiving your PRC back from the OPP you must submit the Original Sealed Copy to the CMHA office in person or in the CMHA mail box located in the main entrance of Caledon East Arena

### Acceptable Forms of Photo Identification

- Driver's Licence (showing expiry date)
- BYID (issued by the LCBO)
- Military Employment Card
- Canadian Citizenship Card
- Indian Status Card
- VALID Passport
- Permanent Resident Card
- PAL-Possession & Acquisition Licence
- CNIB (Canadian National Institute for the Blind) Card
- Ontario Photo ID Card (issued by the MTO)
- NEXUS Card
- FAST Pass Health Cards & SIN cards are NOT Accepted

### Acceptable Forms of Non-Photo Identification

- Birth Certificate
- Baptismal Certificate
- Hunting Licence
- Outdoors Card
- Canadian Blood Donor Card
- Immigration Papers

**Health Cards & SIN cards are NOT Accepted**

**\*\*On July 19th, 2010, the RCMP announced changes to the way the Pardoned Sex Offender Database checks would be conducted:**

Previously, a Vulnerable Sector (VS) query would only hit a potential match based on an applicant's name and date of birth. Now the Pardoned Sex Offender Database (PSOD) search is conducted two ways: against a potential name hit and against a date of birth and gender match only, regardless of the name. The purpose of the RCMP making this change is to capture a search on any pardoned sex offenders who have subsequently obtained a legal name change. The result of this is that a person who has the same date of birth and gender as a pardoned sex offender will also get a potential hit to the PSOD. These people will be contacted by the Caledon OPP to submit fingerprints in order to confirm whether or not there is a pardoned sex offence on file – the turn-around time for results could be up to 120 days.

All completed Vulnerable Sector checks **MUST BE PICKED UP AT THE CALEDON DETACHMENT OF THE OPP BY THE APPLICANT** (or a family member with the same last name and address – ID will be requested). The Caledon Detachment of the OPP is located at 15924 Innis Lake Road in Caledon East. Hours of operation are Monday to Friday 8:00 – 4:00 pm. Phone: 905-584-2241.

The Declaration of Criminal Record form only applies to applicants that have a criminal record. If the applicant wishes to self disclose his criminal record, it will eliminate the task for the Caledon OPP from having to contact the police jurisdiction that laid the charge to ask "permission to release the charge". Furthermore, it could eliminate the applicant from having to go through the fingerprint process.

**Results: Negative – Please provide hockey office with original (embossed by OPP seal) to be filed for 4 years.**

Confirmation of a Criminal Record – Please contact Director of Risk Management at [vprisk@caledonminorhockey.ca](mailto:vprisk@caledonminorhockey.ca) for information on how to proceed