

## Police Information Check

### Follow-up Information and Instruction for a Vulnerable Sector Verification

*Dear Applicant:*

You have requested a Police Information Check (PIC) from the Calgary Police Service. Your application indicates you will be working or volunteering with *vulnerable members* of society; therefore you require a '*Vulnerable Sector Verification*.'

#### ***What is a Vulnerable Sector Verification?***

It is a process used to determine if individuals dealing with the vulnerable sector have a sexual offence conviction for which they have received a pardon.

#### ***Did my information result in a possible 'hit' to a Vulnerable Sector Verification record search (using the pardoned sex offender database)?***

Yes, this is why you are receiving the follow-up instruction package for *Vulnerable Sector Verification*.

#### ***Who are vulnerable members?***

*Persons who, because of age, disability, or other circumstances, whether temporary or permanent are:*

- *in a position of dependence on others; or*
- *otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.*

#### ***What do I have to do now?***

As directed in the letter provided to you, **you must call 3-1-1 to set an appointment with the Calgary Police Service** to have your fingerprints taken for submission to the National Repository. Your fingerprints will be verified against the Pardoned Sex Offence database. You are required to attend **within 45** days from the date on your letter.

Appointments are taken on; **Tuesday, Wednesday and Thursday - 7:30 a.m. - 3:00 p.m.**

**(We are closed all statutory holidays)**

#### ***Where are you located?***

Calgary Police Service has **one** location only for fingerprinting service.

Westwinds Campus - 5111 47 Street NE Calgary, AB T3J 3R2.

#### ***What do I need to take with me to the Calgary Police Service?***

**Two pieces of valid government issued identification.** You must have one photo identification such as: Driver's License, Alberta Photo Identification Card (Issued through Registry Agent Offices), Passport, Permanent Resident Card, Firearms License, Nexus Card, Secure Certificate of Indian Status Card (Federally Issued), Aviation Document Booklet, or Refugee Protection Claimant Document – Certified.

Non-photo identification can be one of the following: Provincial Health Care Card, Birth Certificate, Marriage Certificate, Immigration Papers, Citizenship Card (Issued within the last 5 years), or Citizenship Certificate.

A '**Volunteer Letter**' (for volunteer applicants only) from the agency/organization on their official letterhead, indicating your name and specific duties related to the vulnerable sector for submission to Ottawa RCMP - CCRTIS. Processing is free of charge **provided** you have the volunteer letter.

A payment of \$25 will be required to search your fingerprints if it is for **Employment** or **Unpaid Practicum Student** purposes. **Volunteer** applicants are free of charge as per above.

*What will I receive after this Vulnerable Sector Verification record search has been completed?*

The Police Information Check of the Calgary Police Service will receive the results of the *Vulnerable Sector Verification* record search directly issued from the Canadian Criminal Real Time Identification Service (CCRTIS). If the result is negative, a PIC certificate letter will be sent directly to you via Canada Post. **If you made application via ePIC** - Electronic Police Information Check, you will receive an email advising that your result is now available for viewing on your ePIC Applicant dashboard. If your ePIC application was for a **registered ePIC agency**, you will be required to share your result with that agency. In cases of ePIC applications for "**Agency Not Listed**" your PIC certificate letter will be mailed to you.

If the result is positive and a search confirms a relevant pardoned sex offender record, it will be disclosed on a PIC certificate letter issued by Calgary Police Service on official letterhead. The Police Information Check will send the certificate letter directly to you via Canada Post.

You are responsible for returning your certificate letter issued from either CCRTIS or Calgary Police Service to the agency/organization requesting the *Vulnerable Sector Verification* record search.

## **FEES**

*Is there a fee collected by the CCRTIS for an employment Vulnerable Sector Verification fingerprint submission?*

Yes. When applying for a position for **employment** purposes a \$25 fee is required. The CCRTIS does not retain this \$25 fee. The fee goes to the Receiver General for Canada – Consolidated Revenue Fund which is audited.

*Is there a fee collected by the CCRTIS for a volunteer position?*

No, provided **you** obtain a 'Volunteer Letter' from the organization and bring it to our office the day of your appointment. Without a 'Volunteer Letter' the fee is \$25.

*How is an individual determined to be an employment applicant or a volunteer applicant?*

Individuals, who receive remuneration (payment/monies) regardless of amount, are considered an employment applicant, and a \$25 fee is required. Volunteers do not receive remuneration (payment/monies), therefore no fee is required.

*My spouse has opened a daycare in our home. As a result, I am required to have a Police Information Check conducted. I have been requested to attend for Vulnerable Sector fingerprinting. Do I pay the \$25 fee to the Receiver General for Canada?*

Yes. Your spouse is receiving remuneration; therefore, a \$25 fee is collected.

*Are students applying for Vulnerable Sector Verification for their practicum's considered employment or volunteer applicants?*

They are considered employment applicants because the practicum is related to continuing education and eventual employment.

## Frequently Asked Questions

### ***Does this requirement for fingerprint submission mean I am associated to a pardon for a sex related offence?***

Receiving a notice from the Calgary Police Service that fingerprint submission is required in no way suggests that the applicant is the subject of a pardon for a sexual offence. It means the results are 'inconclusive' based on the name, date of birth and gender search against the pardoned sex offender database.

### ***How is my PIC processed, including the Vulnerable Sector Verification?***

A name based *Vulnerable Sector* record search (using the pardoned sex offender database) will be conducted on all individuals in a position of trust that will be dealing with the vulnerable sector. This record search must be performed by the police service at the **local** jurisdiction where the applicant resides.

Once your completed application is received by the Calgary Police Service, your name, date of birth and gender is checked on national, provincial and Calgary Police database to determine the existence of any criminal convictions, outstanding charges or incidents of any relevant police information.

A *Vulnerable Sector record search* is then conducted through the Canadian Police Information Centre (CPIC) administered by the Ottawa RCMP – CCRTIS (Canadian Criminal Real Time Identification Service) which checks for pardoned sex offender files.

### ***How is the Vulnerable Sector Verification processed by CCRTIS?***

If your fingerprints **match** a pardoned sex offender related file, CCRTIS will make a request to the Minister of Public Safety to disclose the relevant pardoned sex offender record. Once the right to disclose the relevant pardoned sex offender record from the Minister of Public Safety is received, the CCRTIS will send the pardoned sex offender record to the relevant police service who submitted the original request.

If your fingerprints **do not match** a pardoned sex offender related file, the CCRTIS will send a certificate letter to the relevant police service who submitted the original request, stating the vulnerable sector record search was performed and the result was negative.

CCRTIS will ensure all documents meet the requirements of the Criminal Records Act and Privacy Act.

### ***How long will it take for the results of the Vulnerable Sector Verification record search?***

If fingerprints are not matched to a criminal file, the estimated processing times is approximately 7-10 business days. If fingerprints are matched to a criminal file or any criminal conviction, the estimated processing time could be in excess of 120 days.

### ***What happens to my fingerprints after they are processed by CCRTIS?***

Once completed, fingerprint submissions are retained for 90 days and then destroyed by the Canadian Real Time Identification Service (CCRTIS). Your fingerprints are not added to the RCMP National Repository of Criminal Records or retained for future searching purposes.

### ***Why do some individuals have a Vulnerable Sector Verification record search done and do not have to submit their fingerprints?***

If the results indicate 'conclusively' that there is 'no match', the *Vulnerable Sector Verification* record search is complete and fingerprints are not required.

### ***What has changed in relation to the Vulnerable Sector Verification record search?***

In July 2010, the RCMP implemented changes to the *Vulnerable Sector Verification* record search to make it more thorough and to act as an additional safeguard against pardoned sex offenders who may have had a legal name change.

### ***How does that affect me?***

**Previously**, the *Vulnerable Sector Verification* searched the RCMP criminal records database in Ottawa (The National Repository) and the pardoned sex offender database for hits or similarities on surname, date of birth and gender. Fingerprints were required if there was a possible hit on a specific weighting of these search criteria. If the surname did not match, the search would be negative.

**Now**, the *Vulnerable Sector Verification* continues to search surname, given name, date of birth and gender of the applicant. However, if there is not a 'hit' on the surname, but there is a 'hit' on date of birth and gender, the results will be positive. A 'hit' on the date of birth and gender guarantees fingerprints will be required to verify the existence of pardoned sex offender records.

In theory, any query of an individual who is the same gender and shares a date of birth with someone granted a pardon for a sex related offence will be flagged indicating the results are 'inconclusive' based upon the information. The individual is now required to get a full set of fingerprints for submission to the Canadian Criminal Real Time Identification Service (CCRTIS) for verification.

### ***Why the change?***

The possibility of loopholes, such as name changes, is minimized resulting in a more thorough check when an individual is applying for employment or a volunteer position and could change his/her name without reporting the name change to the RCMP. Alberta and British Columbia are the only two provinces which require fingerprints for a legal name change. This process will help identify anyone who has legally changed their name after receiving a pardon for a sexual offence.

### ***Who determines the requirement?***

Organizations self identify – ***'This position requires a Vulnerable Sector Verification.'*** Potential employees or volunteers are required to attend their local police agency for verifications. Some examples include but are not limited to: teachers, social workers, daycare providers, coaches, patient care providers, counselors, camp providers, bus drivers, students in nursing/medicine/teaching, etc., preparing for work terms with the vulnerable sector. Some licensing requirements also require a *Vulnerable Sector Verification* record search such as security guards/locksmiths.

### ***Can I be employed or volunteer while I am waiting for the results?***

The onus is on the employer or volunteer agency to determine eligibility with their organization.

### ***Can a Vulnerable Sector Verification be conducted for a country other than Canada?***

No, Vulnerable Sector Verification applies to Canadian organizations only. For a country other than Canada, contact the organization to determine their requirements, and then call the country's embassy in Canada.

You may also contact the Consular Services website for the Department of Foreign Affairs and International Trade (DFAIT): [www.travel.gc.ca](http://www.travel.gc.ca) or email [travel@international.gc.ca](mailto:travel@international.gc.ca)

### ***Where can I get more information about the Vulnerable Sector screening process?***

Please visit the RCMP website: <http://www.rcmp-grc.gc.ca/cr-cj/index-eng.htm#rc>