



**WEST HALDIMAND
GENERAL HOSPITAL AUXILIARY**
75 Parkview Rd., Hagersville, ON N0A 1H0

Date

Ontario Provincial Police
Western Region,
Haldimand-Norfolk O.P.P. Detachment

Re: Police Records Check

Dear Sir/Madam:

As the authorized representative of the West Haldimand General Hospital Auxiliary responsible for the well-being of vulnerable persons as defined in section 6.3 (1) of the Criminal Records Act, I hereby request that the Ontario Provincial Police:

Conduct a search

Do not conduct a search

Pursuant to section 6.3 of the Criminal Records Act with respect to the following individual:

Name of Individual: _____

Position: _____

The position is a: Volunteer Position

Yours truly,

Name: Jon Snower

Position: Volunteer Co-ordinator at WHGH

Procedure for Haldimand-Norfolk OPP

1. Obtain a letter requesting a Police Record Check from the Hospital Volunteer Coordinator. If the position entails continued and direct exposure to vulnerable individuals, the letter should include a specific request for a check of the Pardoned Sexual Offender Database.
2. Take the letter to the local OPP detachment and fill out a PRC application form.
3. Have any two of the following pieces of ID ready for inspection:
 - Valid Driver's License (with photo)
 - Birth Certificate
 - Canadian Passport
 - Firearms Acquisition Certificate (with photo)
 - Citizenship Documents
 - Immigration Documents
 - Ontario Age of Majority Card
 - Current College/University/Secondary School Student ID (with photo)
 - Native Status Card
 - Employment ID (with photo)
4. OPP detachments do not charge a fee for volunteers, but paid staff will need to pay a \$25 fee (**generally personal cheques are not accepted**). Obtain a receipt if you are to be reimbursed.
5. Leave your application form. They will instruct you when to return to pick it up or if it can be mailed to you.
6. When you have received your completed PRC, take it to the appropriate person for review. They will review your PRC and return it to you. They will then sign a form indicating that your PRC has been reviewed and place the form in your personnel file.