

POLICE CHECK PROCEDURE

As of June 2017, Waterloo Regional Police Services (WRPS) has made changes to the police check procedure. **When volunteers apply for a police check, they will now be required to pay \$10 to WRPS.** We can no longer charge directly to the church.

If you would like to be reimbursed by Woodside, please hand in your transaction receipt along with your Police Check to Janice Malloy.

You have three options: **ONLINE***, **KIOSKS***, **IN PERSON**

* please note that you will still need to pick up your police check at one of the four locations available to you on the online form

<p>ONLINE</p>	<p>www.wrps.on.ca/</p>	<ol style="list-style-type: none"> 1. Select "Online Services" 2. Select "Online Record Checks" 3. Read the information on screen and then choose "Police Vulnerable Sector Check" 4. Fill in all necessary information 	
<p>KIOSKS</p>	<p>CENTRAL DIVISION 134 Frederick St. Kitchener, Ontario N2G 4G3</p>	<p>SOUTH DIVISION 176 Hespeler Road Cambridge, Ontario N1R 6V7</p>	<p>NORTH DIVISION 45 Columbia Street E. Waterloo, Ontario N2J 4N7</p>
<p>IN PERSON</p>	<p>POLICE REPORTING CENTRE 150 Maple Grove Road Cambridge, ON N3H 4R7</p>		

HELPFUL TIPS

When you go to pick up your record check, you will be required to produce two pieces of identification. For a list of acceptable identifications, visit:
<http://www.wrps.on.ca/community-support-services/records-police-checks/identification>

You may request record checks for up to five (5) agencies on a single form.
You will only be billed for one record check.

Record checks will be on secure, embossed paper. If it has been photocopied, "VOID" will appear on the copy indicating that it has been altered and will not be useable.

When filling out the "Reason for Request" section:

Choose "volunteer" and put "Woodside Bible Fellowship" as the organization
Description of Position: put what your role is at church (Sunday school teacher, children's group leader)