



Volunteer Screening Process

1. Applicant to complete the following on page one: Applicant Information, Addresses for the last five years (if different) and Purpose of Record Check sections. On page two, only sign and date the Release and Discharge section. Do **NOT** complete the Identification or the Police Use Only sections.
2. Applicant to hand-deliver the completed Check form along with a black and white photocopy of two pieces of acceptable identification (at least one must be photo as shown below) to the SSU Screening Officer. Note: Form must have original signature – no copies or scans of the Check form please.
3. SSU Screening Officer to deliver the forms and a copy of the identification to the OPP.
4. Nottawasaga OPP will advise the SSU Screening Officer when Checks have been completed (minimum of one week required for the checks to be processed).
5. SSU Screening Officer to contact Applicant and advise that the Applicant pick up the completed Check from the OPP Detachment in Alliston. They are open Monday-Friday between 8am-6pm.
6. Applicant to deliver the completed Check to the SSU Screening Officer.

Note: All Applicants with residence outside of the Nottawasaga OPP Region, must complete Check with their Local Police and provide the completed Check to the SSU Screening Officer.

The following are acceptable forms of: **PHOTO IDENTIFICATION** (NO EXCEPTIONS)

- Driver's License
- BYID (issued by the LCBO)
- Military Employment Card/Family Card
- Canadian Citizenship Card
- Certificate of Indian Status
- Canadian or Foreign Passport (can be expired but only up to 2 years)
- Permanent Residency Card
- PAL – Possession & Acquisition License

The following are acceptable forms of: **NON-PHOTO IDENTIFICATION** (NO EXCEPTIONS)

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

Last Updated: February 2013