

**Society of St. Vincent de Paul,
Toronto Central Council
Police Records Check for
Applicants Residing in York Region**

1. Enclosed is the form that you must complete
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2. You must:
 - a. Complete both sides of the form; Please **insert a date** where the Executive Director has signed.
 - b. Take the completed form and payment (\$20.00-**cash, debit, certified cheque or Visa**) and two pieces of I.D.(one of which must be a photo I.D.) to the one of the two locations indicated on the form
3. Since the process takes at least a few weeks, we advise that you submit it as soon as possible, in order to avoid delays in the approving of your application for membership.
4. **Only you** will be notified of the results of the records check. Your form will either indicate there is nothing on file **or** will indicate that there is information on file.
 - a. If there's nothing on file, bring the original report to the Conference president. It will be forwarded to the Toronto Central Council office and kept in your file **or**
 - b. If you are informed there's information on file and still wish to proceed with your application, contact the Executive Director at the Toronto Central Council office at 416-364-5577.
5. Unfortunately, we cannot accept any copies of police reports done for any other ministry. The Police Records Check must be done on the enclosed application. Although this is inconvenient for those of you involved in more than one "high risk" ministry, we are advised by police and other experts in the field that this is the way it should be.

This process has been designed to help protect those we serve. We owe it to them.