



Serving with Compassion, Care and Courage

## Police Vulnerable Sector Check

Dear Volunteer:

In order to volunteer at St. Joseph's Health Centre Guelph (SJHCG), a Police Vulnerable Sector Check (PVSC) Level 3 is required. This can be obtained through the Guelph Police Department *if* you are a resident of Guelph. With a volunteer letter, including a valid authorization number, Police Checks are free of charge. Your volunteer letter will be provided at your interview. Vulnerable sector records checks older than 6 months will not be accepted. Please follow the procedure outlined below:

1. Contact SJHCG Volunteer Services to arrange for a volunteer interview. At the interview, you will be provided with a letter indicating an approved authorization number, which is necessary to proceed with the police check request at no cost.
2. Apply in person to the Guelph Police Service Headquarters, 15 Wyndham St. S., Guelph, with 2 acceptable pieces of identification (visit [guelphpolice.ca](http://guelphpolice.ca) for a list of acceptable identification).

OR

\*New\* Apply for a record check online through [policecheck.guelphpolice.ca](http://policecheck.guelphpolice.ca).

Please note on page 2 of the online application in the section titled "Getting Started" the applicant must indicate **volunteer** in response to "what you are applying for". This triggers to form to recalibrate to the free volunteer format.

3. Please notify SJHCG Volunteer Services once you have received your Record Check.

You must be a current resident within the city limits of Guelph and have proof of that address. If your current Guelph address is not on your identification, you must bring in proof of residency. Examples of proof of residency are: utility bills, rental/lease agreement, University of Guelph "MyHousing", etc.

If you have any questions, please do not hesitate to contact Volunteer Services at 519-824-6000 ext. 4426 or 4359.

### Police Services Records Check Office Hours:

Monday	8:00 am - 3:45 pm
Tuesday	8:00 am - 3:45 pm
Wednesday	8:00 am - 3:45 pm
Thursday	8:00 am - 3:45 pm
Friday	8:00 am - 3:45 pm