

Criminal Records Check and Vulnerable Sectors Check

Dear Volunteer:

Thanks for your interest in St. Joseph's Health Centre, Guelph. In order to volunteer at St. Joseph's a Police Records Check with a Vulnerable Sectors Check is required. This can be obtained through the Guelph Police Department if you are a resident of Guelph. Police Checks are free of charge with a letter that can be obtained at the volunteer interview. Criminal records and Vulnerable records checks older than six months will not be accepted. Please follow the procedure outlined below:

1. Contact St Joseph's Health Centre Guelph, Volunteer Services to arrange a volunteer interview. At the interview you will be provided with a letter indicating an approved authorization number. You must take this letter in person, to the Guelph Police Department at 15 Wyndham Street, South.
2. You will require two pieces of identification (one must be government issued) to verify your identity and Guelph residency. 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. The identification must confirm your name, date of birth, and address. One piece of identification must include a photo.

The following list provides examples of acceptable identification:
(please visit [Guelph Police website](#) for further details)

- Passport
- Birth Certificate
- Driver's license
- Canadian Citizenship Card
- Ontario Health Card
- Ontario Photo Card
- Valid student identity card from a Canadian or foreign institute

Note: *Social Insurance Numbers (SIN) are not acceptable for identification purposes*

3. Police Services – Records Check Office Hours are as follows:
 - Monday: 8:00 am to 3:45 pm
 - Tuesday: 8:00 am to 5:45 pm
 - Wednesday: 8:00 am to 5:45 pm
 - Thursday: 8:00 am to 5:45 pm
 - Friday: 8:00 am to 3:45 pm
4. If you have a clear Record Check, the documentation will be mailed to your home address. This procedure takes approximately 2 - 3 weeks.
5. Please contact St. Joseph's Health Centre Guelph Volunteer Department once you have received your Record Check. If you have any questions, please do not hesitate to contact me at 519 824 6000 ext. 4426.

Alaina Holman
Volunteer Coordinator