

Criminal Records Check Information

**** Note - Criminal Records Checks can take anywhere from one week to four months to process. Interested applicants are encouraged to obtain their Criminal Records Check *as soon as possible*.**

A Criminal Records Check (including a pardoned sexual offender database search) must be included with the application. Council may require an interview with the applicants prior to making an appointment.

Applicants are required to provide police with a personalized letter from the Township indicating their intent to volunteer in order to waive or reduce the cost of a criminal records check. Please contact Angela Chittick at 705-292-9507 ext. 221 if you have questions.

Smith & Ennismore Ward residents can apply online only with the OPP:

<https://www.opp.ca/index.php?id=147&lng=en>

Lakefield Ward residents can apply online or by appointment only with the Peterborough Police Service:

<http://www.peterboroughpolice.com/request/record-checks/>

Peterborough Office
500 Water Street, Peterborough

-or-

Lakefield Office
15 Water Street North, Lakefield

Acceptable Identification for a Criminal Records Check: Residents shall provide at least two (2) separate pieces of validly issued identification **other** than a health card or SIN card. At least one piece of identification must include a photograph of the applicant taken within the last five (5) years. Photo identification shall contain, at a minimum, the applicants full given name, surname, date of birth and gender.

Examples of acceptable identification are:

- Driver's Licence (including drivers licenses issued by another province, territory, or a foreign jurisdiction)
- BYID Card (Bring your Identification issued by the Liquor Control Board of Ontario (LCBO))
- Canadian or Foreign Passport
- Canadian Citizenship Card
- Possession and Acquisition Licence (or PAL Card)
- Permanent Residency Card
- Certificate of Indian Status...

The following are acceptable forms of non-photo identification:

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

Where the requirements of this section cannot be met, an *Affidavit of Identity* may be completed.