

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 provided with the Committee/Board application. If there are processing delays for the Criminal Records Check, confirmation that the check has been requested may be submitted with the application and the check provided at a later date.

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. To obtain a letter, please contact Angela Chittick at 705-292-9507 ext. 221

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:

https://www.peterboroughpolice.com/en/request/record-checks_copy.aspx

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 (LCB0))
- 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.