



## Criminal Reference Checks

Criminal Reference Checks are now a standard part of screening for agencies and groups that utilize volunteers to deliver services to a vulnerable population. The process for Criminal Reference Checks can vary from region to region. Volunteers in our area deal with two police agencies depending on whether they live within Stratford or in the surrounding area.



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*For residents of Stratford*

### **Stratford City Police**

To obtain a Criminal Reference Check you must go to the Stratford City Police office located at 17 George Street W.

Request a Criminal Reference Check for a Volunteer Position. **You will need your Driver's License AND either your Passport or Birth Certificate for verification purposes.**

Processing of the Criminal Reference Check can take anywhere from a few days to a couple of weeks. Check back in at the Police office after the time indicated for processing as they usually will not call to let you know the reference check is complete.

There is a fee of \$10 for the Criminal Reference Check. Keep your receipt and you will be reimbursed by Stratford Meals on Wheels & Neighbourly Services. If you wish you can donate the cost of the Criminal Reference Check back to the agency and you will receive a charitable receipt.

*For residents living in the surrounding area*

### **OPP - Ontario Provincial Police**

The Ontario Provincial Police require a special form that contains information about our agency and requires you to fill in your personal information. The form also confirms the search is for a Volunteer Position.

Visit the OPP detachment with your identification and fill out the form. The OPP will notify you when the check is complete. You must then return to the detachment with your identification and pick up the reference check.

There is no cost for the OPP Criminal Reference Check at this time.