

There are three steps to becoming a volunteer: **Please note that because the police record check may take 6-8 weeks, these steps must be done AS SOON AS POSSIBLE (I really can't emphasize this enough!). There is an express service option available to volunteers who have lived in the Ottawa-Carleton region for the past 5 years (see below).**

1. Apply to be a volunteer at the OCRI website (ESTIMATED TIME: 5 minutes)[http://www.ocri.ca/education/become\\_vol.html](http://www.ocri.ca/education/become_vol.html). Under 'Online application' click on the link that says 'volunteer application form'. **DO NOT CHOOSE THE FRENCH FORM** – it gets sent to the French school board! When you get to the 'Program/Activity Area' please check 'other' and type in 'Reading Program'. You'll need contact information for two references - one can be a family member, the other could be a friend. When they do the reference checks it only takes the reference 3 minutes to answer the questions over the phone – **PLEASE CHOOSE REFERENCES WHO ARE EASILY REACHABLE DURING BUSINESS HOURS**. Also, please indicate that you will be volunteering at York Street Public School.

2. Police Record Check. There are two possible methods of obtaining a police record check. The 'traditional' method is free but takes 6-8 weeks to be processed. The second 'express' method is done on the spot at the Elgin Street police station but there is a fee of \$25 and it is **ONLY** available to volunteers who have lived in the Ottawa area for the past 5 years. In both cases you will need two pieces of ID that together must include your name, date of birth, and your address. At least one must be a photo ID. Note: Health cards cannot be accepted. Acceptable ID: Driver's license, age of majority card, Canadian Citizenship Card, Indian Status Card, International Student Card, Passport, Permanent Resident Card, Birth Certificate, Baptismal. If you do not have a driver's license, a recent utility bill will do as proof of address.

#### Traditional Method

N/A

#### Express Method

To get the express police record check, you'll need to meet Joan ([kiwaniscirclek\\_uottawa@yahoo.ca](mailto:kiwaniscirclek_uottawa@yahoo.ca)) so she can give you a letter from OCRI that states that you are volunteering. Then, you'll need to bring that letter along with two pieces of ID to the police station at 474 Elgin Street. The service is only available on weekdays (except holidays) between 07:30 and 15:00 hrs. The service costs \$25. You will not need to fill out the attached police record check forms - the forms you will use are at the police station.

**NAME OF SCHOOL:** \_\_\_\_\_

## CONSENT AND AUTHORIZATION FOR POLICE RECORD CHECK

The undersigned authorizes the Ottawa Police Service to release to the OCRI - VOLUNTEERS IN EDUCATION full disclosure  
(Name of Police Authorized Agency)

of police information relating to criminal convictions and/or outstanding criminal charges recorded in my name in Canada.

I hereby release the \_\_\_\_\_ and the Ottawa Police Service and any other police authorities  
(Name of Police Authorized Agency)

from any liability for such disclosure. I understand this check may involve fingerprinting for the purpose of verification of my  
identity. I also consent to this procedure, should it be required.

\_\_\_\_\_  
Surname (print)

\_\_\_\_\_  
Maiden Name (print)

\_\_\_\_\_  
Other Surname (Alias)

\_\_\_\_\_  
Given Names (Print)

\_\_\_\_\_  
Date of Birth (YY\MM\DD)

\_\_\_\_\_  
Age

\_\_\_\_\_  
Sex

\_\_\_\_\_  
Present address

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Place of Birth (Province and/or Country)

\_\_\_\_\_  
Signature of person consenting

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Telephone number of witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Paid  
Position

or

\_\_\_\_\_  
Volunteer  
Position

**For Police Use Only**

(Do not write in this space)

The information contained on this form is accurate only as of the date of the form.

*Working together for a safer community*

" FORM 1 "

CONSENT FOR A CRIMINAL RECORD CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED.

(This form is to be used by a person applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons, if the position is a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal convictions records to determine if the applicant has been convicted of a sexual offence listed in the schedule to the Criminal Records Act and has been pardoned.)

Identification of the Applicant

Full name: \_\_\_\_\_

Sex: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Address: \_\_\_\_\_

Previous addresses (if any) within the last 5 years: \_\_\_\_\_

Reason for the Consent

I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.

Description of the paid or volunteer position: Volunteering in school-based activities

The name of the person or organization is: OCRI - Volunteers in Education

Provide details regarding the children or vulnerable persons: Children - Age 4-18

Consent

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon for, any of the sexual offences that are listed in the schedule to the Criminal Records Act.

I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

Signature \_\_\_\_\_

Date \_\_\_\_\_

POLICE USE ONLY

Clerks Initials: \_\_\_\_\_

Cadre #: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Ottawa Police Service