

Criminal Record Check Process

As of January 1, 2009, all employees, active clergy, and volunteers in high-risk ministry in the Diocese of Toronto **must obtain a criminal record check using the following process and forms**. Please read all instructions carefully. These forms and instructions were last updated September 16, 2011.

Basic Instructions for Obtaining a Criminal Record Check

For more detailed instructions please see page 2.

Step 1: Please note that you must be 18 years or older to apply for a criminal record check.

Persons applying for a ministry position that is rated as high risk must:

- Complete the 'Request for Criminal Record Check' form found on page 4.
- Complete the 'Consent to Disclosure of Personal Information' form found on page 5. Ensure that you sign the form where indicated (Signature of Applicant), and have an authorized parish representative sign at the bottom (Signature of Representative Witnessing Applicant's ID).
- Provide a photocopy of two pieces of identification, on the same 8.5x11" page. The only acceptable forms of identification are listed on page 3. If you are paying by credit card, you can also scan the completed forms and identification and email the application to screening@totalsecurity.ca.
- If you have a criminal record, you can make a self-declaration which will be verified. To make a declaration, complete "Declaration of a Criminal Record" on page 6 (instructions are on page 7).
- Ensure that payment is enclosed. The fee is \$22.60 (\$20 +tax) for volunteers and \$31.64 (\$28 +tax) for employees and clergy. The 'Request for Criminal Record Check' form must be included with each payment. If the payment is for multiple criminal record checks, please indicate the number of volunteers and employees on this form.
- Send the completed forms, the photocopy of the identification, and payment to:**
Total Security Management Services Inc., 1200 Eglinton Ave E. Suite 600, Toronto, ON M3C 1H9
Applications that include credit card payment may be faxed to 416-412-2765 or scanned and emailed to screening@totalsecurity.ca.
- Please see page 2 for more detailed instructions on each of these requirements.

Step 2:

If no criminal history has been found, TSM will notify the Diocese of Toronto. Once the Diocese receives notice that there is no criminal history, the information is reviewed in confidence, and filed by the Diocese. **If the record shows no criminal history, please skip Step 3 and go directly to Step 4.**

Step 3

If you know that you have a criminal record, please complete page 6 "Declaration of a Criminal Record".

By self-disclosing this information, the record can be verified as long as the details provided are accurate. The instructions for completing this form can be found on page 7. If the details cannot be verified or if you have a record that was not self-disclosed, TSM will send the Diocese a notification that the record could not be completed.

- The applicant will then be contacted by the Diocesan Screening Coordinator and directed to obtain a Police Record Check, confirmed by fingerprint comparison from their local police department. After receiving the criminal record check from their local police, the applicant will then send the original to the Diocese for review.

Criminal Record Check Process

- The Diocesan Screening Coordinator will discuss the information gathered with the applicant and explain the review process. An applicant has the right to withdraw their consent to continue in the application process at any time, however, the parish will be notified that the applicant has withdrawn.

If you have any questions about this step, please contact the Diocesan Screening Coordinator at 416-363-6021 (1-800-668-8932) ext. 241.

Please note that applicants with a criminal record are not automatically excluded from a ministry position. The Responsible Ministry: Screening In Faith policy Section 3.1 states: "... *An individual with a criminal history may be accepted into a ministry position so long as the convictions are not related to the tasks of that position.*" In the same paragraph, the policy describes the automatic exclusions as follows: "*Certain classes of convictions will automatically preclude an individual from filling a ministry position of trust with children or vulnerable adults (e.g. violent or sex-related crimes). In some cases the existence of an official Pardon will be taken into consideration.*"

Step 4

Once the criminal record check has been reviewed, and is determined not to be a barrier to high-risk ministry, the applicant and the parish will receive a confirmation letter from the Diocese stating:

"Having reviewed your police record check, I am pleased to confirm that there was nothing reported that is an impediment to high-risk ministry and your involvement in parish ministry will continue to be processed by the parish. The final decision regarding your application will be made solely by the parish at the completion of its screening process."

This is the signal to the parish to continue with its screening process. Please note that the criminal record check requirement of the screening process is **not** complete until the parish receives this letter. Please note that for clergy, a copy of the letter will not be sent to the parish, but will be retained in the Diocesan Personnel file.

If there are any questions about this process, or about the Responsible Ministry: Screening in Faith policy, please contact the Diocesan Screening Coordinator at:

Responsible Ministry: Screening In Faith
The Anglican Diocese of Toronto
135 Adelaide Street East
Toronto, ON M5C 1L8
1-800-668-8932 (416-363-6021)

Detailed Instructions for the Completion of a Criminal Record Check

This document is available electronically from the Anglican Diocese of Toronto web site (www.toronto.anglican.ca). Please ensure that the forms are carefully completed as modified or incomplete forms will not be processed:

Request for Criminal Record Check Form

- This includes a Privacy Statement verifying that Total Security Management Services Inc. ("TSM") will shred all credit card information immediately after processing and all other documentation received within 90 days of completion of the criminal record check.
- Please indicate if you are an employee or volunteer. Clergy are to select 'employee'.
- This form must be completed regardless if payment is by credit card, company cheque, certified personal cheque, money order, or bank draft.
- If you are sending one payment for multiple applicants, you may complete one form to accompany all applicants. However, you must clearly indicate how many volunteers, and how many employees are included.

Criminal Record Check Process

Consent to Disclosure of Personal Information Form

In the Anglican Diocese of Toronto only those in high-risk positions require a criminal record check, and all criminal record checks **must** be completed using this process. Criminal record checks completed for another organization will not be accepted.

- Please note that criminal record checks can only be completed for those 18 years and older. Please implement procedures to lower the risk level to medium for volunteers who are under 18 years old.
- **Signatures:** applicants are to sign in the Search Authorization area. Unsigned forms will not be processed.
- **Name of Organization:** please put the full congregation name, including municipal or geographic designation, to prevent a delay in processing. Clergy that are not currently associated to a parish may put “Anglican Diocese of Toronto – Clergy”.
- **Signature of Representative Witnessing Applicant’s ID:** is the parish representative who is responsible for implementing the *Responsible Ministry: Screening in Faith* program. This must consistently be the same person(s) for each parish. Ideally this should be the Incumbent, Churchwardens and/or Screening Coordinator.

Photocopy of Identification

- The Representative (see above) must **see the original** of the applicant’s ID and ensure the photocopy is legible. If you enlarge the size when making the photocopy, it tends to be more legible.
- The photocopies of the ID must be sent to Total Security Management Services Inc. (“TSM”) along with the Consent form. You may also scan the completed forms and ID and send the application to screening@totalsecurity.ca.
- Two pieces of identification are required, at least one of which must include a photograph. Only the front side of the identification is needed. Acceptable identification is **only** as follows:

Photo ID	
Driver’s Licence	Military Employment Card
Age of Majority Card	International Student Card
Passport	Canadian Citizen Card (up to date)
Indian Status Card	Government Employment Card
Permanent Resident Card	Firearms Acquisition Certificate
Canadian National Institute for the Blind (CNIB)	

Non-Photo ID
Birth Certificate
Baptismal Certificate
Canadian Blood Donor Card
Hospital Card
Hunting or Fishing Licence
Immigration Papers
Old Age Security Card
Outdoors Card
Student Card

*** SIN and Health Cards are **NOT** acceptable for identification purposes.




Payment

- Payment can be in the form of a company/parish cheque, certified personal cheque, money order, bank draft or by completing the credit card payment form found on page 4, ‘Request for Criminal Record Check’. The payment must be made out to “Total Security Management Services Inc.” (TSM).
- Applications submitted without correct payment will not be processed. Please note that certified cheques will require more time to process than credit card payments. All credit card information will be destroyed immediately after processing and will not be kept by TSM.

**Thank you for all your efforts to ensure that our Church
is a safer place for children and vulnerable adults.**

(Please print clearly using BLACK ink only) Inaccurate or incomplete information may cause delays with your request

Section 1 - Personal Information		
First Name:	Last Name:	Date of Birth (YY/ MM/ DD)
Congregation Name:		
Employee __ Volunteer ____ (please check one)		
If this form is being used to pay for multiple criminal record checks, please indicate the Congregation Name, the number of employees and the number of volunteers. Please ensure that all forms and photocopies of identification are included.		

Section 2 - Payment Information		
Payment Method: <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Cheque, Bank Draft, or Money Order Cheque to be made payable to: <u>Total Security Management Services Inc.</u> Personal cheques <u>must</u> be certified.		
Amount :	Card #:	Expiry Date (MM/YY)
Name of Cardholder:		
Signature:		Date:

Section 3 - Processing Information		
Fax or Email to:	TOTAL SECURITY MANAGEMENT SERVICES INC. (416) 412 – 2765 screening@totalsecurity.ca	Note: be sure to include the Page 5 (Consent Form) with this fax/email.
Type of ID Verified (2 Pieces)	1.	2.
Date Sent:		
Acceptable ID	1 piece of Government Issued Photo ID, and 1 other piece of identification. Acceptable non-photo id includes: Birth Certificate, Baptismal Certificate, Hunting Licence, Fishing Licence, Outdoors Card, Hospital Card, Canadian Blood Donor Card, and Immigration Papers. <u>SIN and Health Cards are not accepted.</u>	

Privacy Statement

Your personal information is being gathered at this time for the purpose of processing your criminal record check as required under the *Responsible Ministry: Screening in Faith* policy of the Anglican Diocese of Toronto. Your personal information is used solely for the purpose of ensuring that the criminal record information gathered applies to you, and only you. Your information will not be used for any other purpose. Total Security Management Services, Inc. (TSM) is in compliance with the Personal Information Protection and Electronic Documents Act (PIPEDA). Upon the completion of processing your criminal record check, TSM will shred all credit card information immediately after processing, and all other information 90 days after processing.

(Please Print) To be clearly completed by applicant

Title (Ms./Mrs./Mr./Dr./The Rev.)	Surname (Provide previous name(s) prior to application if applicable)	First Name	Second Name
Maiden Name or Other Surnames Used (if applicable):		Place of Birth (If other than Canada, please also note date of entry to Canada):	
Date of Birth (YY-MM-DD) — —		Sex	
Phone #		Identity Document 1 _____ Document # _____	
		Identity Document 2 _____ Document # _____	

ADDRESS			
Number	Street	Apt/Unit	City/Province/Country
			Postal Code

Provide previous addresses if you did not reside at the above address for more than five years

Number	Street	Apt/Unit	City/Province/Country
			Postal Code
Number	Street	Apt/Unit	City/Province/Country
			Postal Code

Have you ever been convicted of a criminal offence for which a pardon has not been issued in Canada? **Yes** **No**
If yes, please complete the attached DECLARATION OF CRIMINAL RECORD FORM.

<p>SEARCH AUTHORIZATION: I HEREBY CONSENT TO THE SEARCH OF: A. Criminal Record (Adult)</p> <p style="text-align: center;"><u>RELEASE AUTHORIZATION AND WAIVER</u></p> <p>Authorization to Release Clearance Report or Any Police Information</p> <p>I certify that the information set out by me in this application is true and correct to the best of my ability. I consent to the release of a Criminal Record or any Criminal Information to Total Security Management Services Inc. and its partners.</p> <p>I hereby release and forever discharge all members and employees of the Processing Police Service from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the Police Service to Total Security Management Services Inc. and its partners.</p> <p>I also acknowledge that the disclosed information may only be confirmed by a comparison of my fingerprint to those on file. Information is collected in compliance with any provincial or municipal public sector privacy legislation and disclosed in accordance to the Privacy Act and Personal Information Protection & Electronic Documents Act (PIPEDA).</p>	<p>Signed this _____ day of _____, 20____</p> <p>_____ (Signature of Applicant)</p>
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Note: The presence of information does not necessarily mean the applicant will be disqualified from the position by the organization.

<p>ORGANIZATION REQUESTING SEARCH (Print name of Congregation):</p> <p>_____</p> <p>Name of Representative Witnessing Applicant's ID</p> <p>_____</p> <p>Signature of Representative Witnessing Applicant's ID</p> <p>_____</p>	<p>Two Pieces of Identification viewed (Driver's Licence, Birth Certificate, Passport, etc.) Please include type of ID and the number.</p> <p>_____</p> <p>_____</p>
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Declaration of a Criminal Record

This form must be submitted with Consent to Disclosure of Personal Information form.

FORM C

PART 1 – DECLARATION OF A CRIMINAL RECORD (if applicable) – Completed by Applicant			
Surname	Given Name	Sex	Date of Birth (YYYY/MM/DD)
Current Address	City	Province	Postal Code

Signature of Applicant: _____ Date: _____

DECLARATION OF CRIMINAL RECORD

- does not constitute a Certified Criminal Record by the RCMP
- may not contain all criminal record convictions.

DO NOT DECLARE THE FOLLOWING:

- Absolute discharges or Conditional discharges, pursuant to the Criminal Code, section 730.
- Any charges for which you have received a Pardon, pursuant to the Criminal Records Act.
- Any offences while you were a “young person” (twelve years old but less than eighteen years old), pursuant to the Youth Criminal Justice Act.
- Any changes for which you were not convicted, for example, charges that were withdrawn, dismissed, etc.
- Any provincial or municipal offences.
- Any charges dealt with outside of Canada.
- Any changes for which you received a stay of proceedings.

NOTE:

A Certified Criminal Record can only be issued based on the submission of fingerprints to the RCMP National Repository of Criminal Records.

Offence	Date of Sentence	Location

Consent to Disclosure of Personal Information form is attached.

Instructions – Declaration of a Criminal Record

IMPORTANT NOTICES

The confirmation of a declaration of criminal record does not constitute a Certified Criminal Record by the RCMP-GRC.

The confirmation of a declaration of criminal record may not contain all criminal record convictions.

Criminal Record

A certified Criminal Record is defined as a summary of an individual's offence convictions and non-convictions (where authorized) that are releasable in accordance with Federal laws, based on the results of a Fingerprint-based Criminal Record Verification.

Instructions

1. Enter name and date of birth exactly as they appear on CONSENT TO DISCLOSURE OF PERSONAL INFORMATION form.
2. Enter one criminal charge per line.
3. Identify the offence, date of sentence, and location of sentence.

Declare the Following Information

All convictions for offences under federal law.

DO NOT DECLARE THE FOLLOWING

Absolute discharges or Conditional discharges, pursuant to the Criminal Code, section 730.

Any charges for which you have received a Pardon, pursuant to the Criminal Records Act.

Any offences while you were a "young person" (twelve years old but less than eighteen years old), pursuant to the Youth Criminal Justice Act.

Any charges for which you were not convicted, for example, charges that were withdrawn, dismissed, etc.

Any provincial or municipal offences.

Any charges dealt with outside of Canada.

Any charges for which you received a stay of proceedings.