



The Synod of the Diocese of Niagara

Anglican Church of Canada

The Right Reverend Michael A. Bird, Bishop

Memorandum

To: All Clergy and Licensed Lay Workers
c.c. Volunteer Management and Screening Coordinators
Date: October 8, 2014
Re: **Police Record Checks (PRC)**

It is mandatory for all clergy and lay workers who hold a license or bishop's permission to have a current PRC. The diocese has now contracted XpressChek to complete checks on our behalf. Our diocesan policy requires PRCs to be renewed every three years. For those whose PRCs have already expired or who are within a few months of expiry, you will be notified by email. The diocese funds the cost of checks for all clergy and lay workers who hold a license or bishop's permission and the diocese will be billed directly for the service.

There are two ways in which a check may be completed:

Option 1 – In Person

At the Synod Office see one of Alison D'Atri, Mary Anne Grant or Jane Wyse. You will be required to complete the Consent to Disclosure of Personal Information form and provide two pieces of identification (list on reverse). This process should take no more than 10 minutes.

Option 2 – Online (*this option will be available mid-November*)

Submit a request to one of Alison D'Atri, Mary Anne Grant or Jane Wyse to complete your PRC online. You will then be sent an email with a link to XpressChek along with a username and password. Once logged in, complete the online applicant details form, download/complete and upload the Consent to Disclosure of Personal Information form and upload two pieces of identification (list on reverse). All documents uploaded must be PDFs.

Currently only checks for licensed clergy and lay workers may be completed through XpressChek. By fall 2015, this service will be available to parishes to complete checks for their volunteers.

PRCs are an important part of our commitment to ensuring a safe and healthy faith community. Compliance is mandatory and as a result parishes also benefit from lower insurance premiums.

Please do not hesitate to refer to the diocesan website for further information or connect with Canon Marni Nancekivell (ext 390) or Jane Wyse (ext 420) for clarification.



List of ID

One piece of government issued photo ID and one other piece of ID (photo or non-photo).

Acceptable Photo ID includes:

- **Driver's License**
- **Military Employment Card**
- **Permanent Resident Card**
- **Possession and Acquisition Licence (PAL)**
- **Indian Status Card**
- **Canadian Citizen Card**
- **Canadian National Institute for the Blind (CNIB) Card**
- **Passport**
- **Federal, Provincial or Municipal Identification Card**
- **Military Family Identification Card (MFID)**
- **Health Card with Photo (see note below)**

Acceptable non-photo ID includes:

- **Birth Certificate**
- **Baptismal Certificate**
- **Hunting Licence**
- **Fishing Licence**
- **Boating Licence**
- **Outdoors Card**
- **Hospital Card**
- **Canadian Blood Donor Card**
- **Immigration Papers**
- **Student ID**
- **International Student Card**
- **LCBO Card**
- **Government Employment Card**
- **Age of Majority Card**
- **Health Card without Photo (see note below)**

Please note:

1. **Health Cards are acceptable as “viewed only” identification. In lieu of recording a Health Card number or photocopying a Health Card for submission to TSM, the client’s authorized representative must indicate in writing on the Consent to Disclosure of Personal Information form that the Health Card has been “viewed only”.**
2. **SIN cards are not acceptable for identification purposes.**