



ANGLICAN
DIOCESE OF
NIAGARA

Memorandum

To: All Clergy and Licensed Lay Workers

Date: February 2021

Re: **Police Records Check (PRC)**

It is mandatory for all clergy and lay workers who hold a license or bishop's permission to have a current PRC. Our diocesan policy requires PRCs to be renewed every three years. The diocese funds the cost of checks for all clergy and lay workers who hold a license or bishop's permission and is billed by XpressChek, our third-party vendor, directly for the service.

Parish volunteers are asked to obtain their police check through their local police station.

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.

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

Option 1 – Digitally

Send, as PDFs, the completed consent and declaration forms along with two pieces of identification (see list of acceptable identification) to Mary Anne Grant by [email](#).

Option 2 – Mail

Mail the completed consent and declaration forms along with photocopies of two pieces of identification (see list of acceptable identification) to Mary Anne Grant, Diocese of Niagara, 252 James Street North, Hamilton, ON L8R 2L3.

Forms are to be completed as follows:

- Consent form – Section A and the signature, date, signed at in Section C.
- Declaration – complete up to and including your signature – initialing beside check box for “I have read...”.

Please do not hesitate to refer to the diocesan website for further information or connect with Mary Anne Grant (Ext 380) or Jane Wyse (Ext 420) for clarification.