



The Synod of the Diocese of Niagara

Anglican Church of Canada

Memorandum

To: All Clergy and Licensed Lay Workers

Date: January 22, 2018

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. The diocese has a contract with 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 Mary Anne Grant or Jane Wyse. You will be required to complete the Criminal Record Verification - Informed Consent Form and provide two pieces of identification (listed below). This process should take no more than 10 minutes.

Option 2 – Online

Submit a request to 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 Criminal Record Verification - Informed Consent Form and upload two pieces of identification (listed below). All documents uploaded must be PDFs.

Only checks for licensed clergy and lay workers may be completed through XpressChek. 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. 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.

Acceptable Pieces of Identification

An Applicant must provide two (2) **valid** pieces of identification: A **PRIMARY** card and a **SECONDARY** card.

<u>PRIMARY pieces of ID</u>	<u>SECONDARY pieces of ID</u>
<p>Any government-issued card that includes the Applicant's name, date of birth, signature and photo.</p> <p>Some examples:</p> <ul style="list-style-type: none"> ▪ Driver's License (issued by Canadian province or territory) ▪ Foreign Driver's License ▪ Canadian Passport ▪ Foreign Passport ▪ BC Driver's Licence and Services Card ▪ Photo BC Services Card ▪ Permanent Resident (PR) Card ▪ Canadian Citizenship Card ▪ Secure Certificate of Indian Status Card ▪ Canadian National Institute of The Blind (CNIB) Identification Card ▪ Federal, Provincial or Municipal Identification Card ▪ Military Family Card ▪ Firearms Acquisition Certificate (FAC) or Possession/Acquisition License (PAL) ▪ Provincial or Territorial Health Cards ⁽¹⁾ 	<p>Any other "PRIMARY" piece of ID from the left column. or A piece of identification from the list below (Applicant's name on ID below must be the same as the name indicated on "Primary" ID)</p> <p>Examples of "SECONDARY" pieces of ID:</p> <ul style="list-style-type: none"> ▪ Government Employment Card ▪ International Student Card ▪ Age of Majority Card ▪ Birth Certificate ▪ Baptismal Certificate ▪ Non-Photo BC Services Card ▪ Hunting License ▪ Fishing License ▪ Boating License ▪ LCBO/Age of Majority Card ▪ Outdoors Card ▪ Hospital Card ▪ Canadian Blood Donor Card ▪ Immigration Papers ▪ Student ID ▪ City/Municipal Library Card ▪ Utility bill (water, electricity, taxes or Lease agreement showing both name <u>and</u> address will be accepted - to be used <u>only</u> in cases where the Applicant does not have a Secondary piece of ID).
<p><u>Will NOT be accepted:</u></p> <p>Some examples: Non-Government Employment Card, Social Insurance Number (SIN) card, Credit/Debit Card, Gym member Card, Costco Card, Air Miles Card, etc.</p>	

⁽¹⁾ **Provincial or Territorial Health Card as Primary ID or Secondary ID:** as permitted to be used for identification purposes under provincial law. Government-issued Health card that includes the Applicant's name, date of birth, signature and photo will be accepted if the Applicant volunteers to submit his/her Health Card as a piece of identity and the photocopy of the Health Card number is blacked out before submitting for a criminal background check.

Any questions, please contact cir@cobroughpolice.com

RCMP guidelines for [Physical Identity Verification](#)

Cobourg Police Service: Updated: December 19, 2017