

CRIMINAL RECORDS CHECK/VULNERABLE SECTOR SEARCH

All new hires and physicians involving credentialing **are required** to have a Criminal Records Check/Vulnerable Sector Search completed by either the RCMP or their local police department.

This is policy and no exceptions will be made. Your Criminal Records Check/ Vulnerable Sector Search must to be completed and submitted in order to place you on payroll.

▶ The criminal record check must be completed **and issued within the last six months** by your local police department or RCMP detachment **in the area in which you have resided for the last six months**. **DO NOT** delay in applying for this check as police processing could **take up to 30 days or more** and this will affect your pay and the credentialing process.

▶ If you choose to use an electronic service, such as BackCheck, please ensure you are also including a vulnerable sector search in the criminal record check you are ordering. When ordering, please also select to share your results with [Nova Scotia Health Authority Headquarters](#).

▶ You **must present yourself to your local police or RCMP detachment** and provide two pieces of identification to verify your identity. The identification must confirm your name, date of birth, address. One piece of ID must include a photo. Identification accepted: driver's license, health card, birth certificate, baptismal certificate, passport, or social insurance card.

▶ The **original** criminal record check/vulnerable sector search must be submitted. A **photocopy, fax or scanned copy will not be** accepted.

▶ It is your responsibility to pay the cost.

The following information applies **ONLY** to residents **who have lived in Halifax (HRM)** for the **past six months**. You can apply for your Criminal Record Check/Vulnerable Sector Search through the Halifax Regional Municipality or the RCMP. The cost for a student in Halifax, Nova Scotia is approximately \$50.

If you live within the Halifax Regional Municipality (HRM) you can obtain a criminal record check through www.backcheck.net/halifax as this company has partnered with the Halifax Regional Police to be able to provide both the criminal record check and vulnerable sector search.

Halifax Regional Police Department: (902-490-5126 Mon. – Fri.)

To apply in person from Monday - Friday, (closed on statutory holidays) visit:

- Police Headquarters at 1975 Gottingen Street, 8:30 am - 4:30 pm Mon - Fri
- Halifax Shopping Centre, Mumford Road, Halifax, 8 am - 4 pm Mon - Fri
- 15 Convoy Run, Bedford, 8:30 am - 4:30 pm Mon. – Fri.
- 7 Mellor Avenue, Burnside Industrial Park, 8:30 am - 7:30 pm Mon - Fri. hours subject to change
- Spryfield Community Office, Herring Cove Road, 8 am -4 pm Mon. – Fri.

RCMP Detachments in the Halifax Regional Municipality:

1171 Cole Harbour Rd
Cole Harbour, Nova Scotia B2V 1E8
Telephone #: 902-244-7208/ 1-800-803-7267

1 Eleanor Lane
Upper Tantallon, Nova Scotia B3Z 1H3
Telephone # 902-244-7208

711 Old Sackville Rd.
Lower Sackville, Nova Scotia B4C 3H6
Telephone #: 902-244-7208/ 1-800-803-7267

For Residents living in Toronto or **outside** of Canada, please contact meded@nshealth.ca for information.