

CRIMINAL RECORDS CHECK/VULNERABLE SECTOR SEARCH

All new hires **are required** to have a Criminal Record Check/Vulnerable Sector Search completed.

This is policy and no exceptions will be made. Your Criminal Record 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.** **DO NOT** delay in applying for this check as police processing could **take up to 30 days or more** and this will affect the start date of your residency.

 - ▶ 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.
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Where can I get a Criminal Record/ Vulnerable Sector Check done?

1. **IN PERSON:**
At your local RCMP detachment or local Regional Police Station.
Note: Residents living in Toronto area, we are not a registered agency with the Toronto police.

2. **BACKCHECK:**
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. 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, select to share your results with **Nova Scotia Health Authority Headquarters.**

3. **CSI BACKGROUND SCREENING:**
CSI background screening www.csiscreening.com is a service that can be used for all residents (International etc.) Please request a complete criminal record check and **vulnerable sector** check.