

## **CRIMINAL RECORDS CHECK/VULNERABLE SECTOR CHECK**

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

**This is NSH policy and no exceptions will be made. Your Criminal Record and Vulnerable Sector Checks must to be completed and submitted in order to become an employee.**

- ▶ These must be completed and **issued within the last six months or your start date. DO NOT** delay in applying for this check as police processing could **take up to 30 days or more** and this could affect the start date of your residency.
  - ▶ An electronic copy is acceptable. An original copy will only be requested if required for verification purposes.
  - ▶ 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.

- Request both a complete criminal record check and **vulnerable sector check**.
- **Note: Residents living in Toronto area - we are not a registered agency with the Toronto police. See CSI information below.**

2. **BACKCHECK:**

If you live within the **Halifax Regional Municipality** (HRM) you can obtain a criminal record check through [www.backcheck.net/halifax](http://www.backcheck.net/halifax) as this company has partnered with the Halifax Regional Police.

- Request both a complete criminal record check and **vulnerable sector check**.
- Share your results with **Nova Scotia Health Authority Headquarters**.

3. **CSI BACKGROUND SCREENING:**

CSI background screening [www.csiscreening.com](http://www.csiscreening.com) is a service that can be used by all residents.

- Request both a complete criminal record check and **vulnerable sector check** (not an “Enhanced Criminal Record Check”).
- In order to obtain a vulnerable sector check with CSI, an in person appointment in Halifax is required for fingerprinting.
- Residents living in Toronto – CSI has affiliate fingerprinting locations in the area – contact CSI directly for more information.
- Share your results with **Nova Scotia Health Authority Headquarters**.