Important information for VOLUNTEERS

The following **TWO** documents must be completed and return to our Basinview office prior to volunteering for any school events (i.e. field trips).

1. The **CHILD ABUSE REGISTRY** is completed and mailed to the address at the bottom of the form found at this website:

<https://novascotia.ca/coms/families/abuse/documents/CAR-4001_Request_for_Search_Form_A.pdf>

This document can take 4-6 weeks for it to be processed.

Please note: a photocopy of your driver’s license or health card must be attached to your form.

2) A **CRIMINAL RECORD CHECK** is also required for volunteering. There are two options for completing this document - in person or online.

#### **In Person**

You may apply in person for a criminal record check 8:30 a.m. to 4:30 p.m., Monday to Friday (closed on statutory holidays) at the following locations:

|  |
| --- |
| Halifax Regional Police Headquarters  1975 Gottingen Street, Halifax |
| Central Division (Community) Office  Halifax Shopping Centre, Mumford Road, Halifax |
| West Division Office  15 Convoy Run, Bedford |
| East Division Office  7 Mellor Avenue, Burnside Industrial Park |
| Spryfield Community Office  264 Herring Cove Road |

You must present two pieces of identification with your current address. The address must be within Halifax, Dartmouth, or the communities extending from Bedford to the Sambro Loop. Accepted identification:

* Nova Scotia Driver’s License or Nova Scotia ID Card
* and one other of:
  + health card
  + birth certificate
  + passport
  + social insurance number

### **Online**

Halifax Regional Police is pleased to once again partner with myBackCheck to provide an online method for residents to obtain record checks. While a record check can still be obtained by visiting one of the locations listed above, you may find the online service faster and more convenient. The online check is performed by Halifax Regional Police staff, but rather than wait 10 days for a paper response, myBackCheck sends the results to you electronically, normally within three business days. There is a $50 fee for this online option.

<http://www.backcheck.net/halifax/>