

# **NEED A CRIMINAL RECORDS CHECK WITH A VULNERABLE SECTOR?**

## **HOURS FOR RECORD CHECKS**

**MONDAY - FRIDAY 8:30AM - 3:30PM (not including federal holidays)**

- 1. A letter from your employer that states what it is that you will be doing (working alongside children, elderly or other vulnerable people) or a copy of the job posting that states you require a vulnerable sector check.**
- 2. TWO pieces of government issued ID that is current. One of them must have your photo on it (Driver's Licence, Health Card, Indian Status Card, Passport, Birth Certificate, PAL)**
- 3. If you require fingerprints (you have been flagged or it is a part of being hired) you must have a \$50 money order made out to the:**  
**Receiver General of Canada**
- 4. If you have had your prints taken, it does take some time for them to come back. Please make sure that we have your most recent phone number to contact you when the prints have come in.**

**Please contact the office 306-398-3500 if you have any questions.**