



Police Record Checks FAQs

As you are implementing and maintaining the Safe Church: Our Sacred Trust program in your parish, you will likely have questions about some of the processes. Below you will find some of the frequently asked questions about Police Record Checks.

How useful is the police record check (PRC)?

It is only one tool of many. It may discourage an inappropriate person from applying for ministry. A PRC is NOT a substitute for all other screening steps.

Can I ask if someone has a police record?

No. It is important to inform individuals that a police record check is required for their ministry as soon as possible, ideally when they are applying for or inquiring about a position. You can ask if an individual is willing to fulfill the screening requirements of the position.

Who pays for a police record check? What are the options?

The Diocese pays for the cost of record checks for licensed clergy, \$26 each +hst. The parish is billed by the diocese for all volunteer and parish employee checks \$24 +hst

Will I receive a copy or the original of the police record check (PRC) after it has been processed?

No. The Diocese only receives an email confirmation that the PRC was clear of convictions. There is no physical PRC. If you have a record, and a full physical PRC is obtained, it will be returned to you after it has been processed.

Can I get a police record check (PRC) from my local police department and send it to the Diocese for processing?

No. The Safe Church: Our Sacred Trust policy requires that all individuals in high-risk positions complete a PRC through the approved background checking service, which is XpressChek Inc.. Therefore, under the policy, we cannot process PRCs that are not obtained through XpressChek. Using this process ensures that all PRCs are obtained through a consistent process, that is cost effective and efficient. All clear PRCs will be processed within two weeks of submission. Some local police departments can take up to 6 months, and require further processing by the Diocese.

I have already been screened by my employer/ other volunteer agency (i.e. Teacher, CSIS clearance, Boy Scouts and Girl Guides, etc.); do I have to be screened by my parish as well?

Yes. Every organization that works with children and vulnerable adults must conduct its own screening, including its own police record checks. This is to ensure that the standards of the Diocesan policy are followed consistently, that we have met our due diligence, and that we can provide full documentation of all screening steps should an investigation be initiated. This is also an important part of making sure that our process does not have loopholes that can be taken advantage of.



Diocese of Huron
Safe Church: Our Sacred Trust

I'm concerned about my privacy. Were issues around privacy considered when choosing to work with XpressChek Inc.?

Absolutely. The Diocese spent considerable time researching a range of companies that provide similar services and one of the main factors in choosing XpressChek is their commitment to privacy and confidentiality. XpressCheck also has a privacy policy which can be found at: xpresschek.com/privacy-policy

What does XpressChek do with the information I send them after my police record check is processed?

All information sent to XpressChek is shredded 90 days after processing, which allows time for parishes to follow up, should there be any questions or delays in the process.

Why does XpressChek require a photocopy of my identification?

This requirement protects you by ensuring that the police record check actually pertains to you and not to someone with a similar name.

Can the OHIP/ Health Card be used as (either photo or non-photo) identification for obtaining a police record check?

No. Ontario Health Cards cannot be accepted for identification purposes under the Personal Health Information Protection Act (PHIPA).