



Diocese of Huron
Safe Church: Our Sacred Trust

Criminal Record Check Process

All employees, active clergy, and volunteers in high-risk ministry positions in the Diocese of Huron must obtain a **Criminal Record Check using the following process and forms**. These forms and instructions are available electronically from the Diocese of Huron website (input website link when available).

General Information

- Please note that only individuals 18 years or older can apply for a Criminal Record Check. Those under 18 years old may not serve in a high-risk ministry in the Diocese of Huron.
- In the Diocese of Huron, all Criminal Record Checks must be completed using this process.
- Criminal Record Checks completed for another organization will not be accepted.
- Confirmation letters are sent to the individual and a copy is sent to the parish.
- In this process no physical Criminal Record Check is produced and therefore, **individuals will not receive a copy of their Criminal Record Check**. This process reduces the amount of paper used, processing time, possibility for errors, and ensures a higher level of confidentiality.

Consent to Disclosure of Personal Information Form

- Please complete this form using BLACK ink.
- This form must be completed in full and signed by both the individual requiring the Criminal Record Check and the organization representative (the parish safe church coordinator). Please pay particular attention to the following as forms with incomplete information cannot be processed:
 - All information is accurate and legible.
 - The form is properly dated and signed.
 - All maiden names and aliases are included.
 - Any P.O. Box numbers are included in the address.
 - The authorized representative from the parish or parish Screening Coordinator must witness the applicant's ID and sign the bottom of the form.
 - The full name of the parish must be included on this form, including municipal or geographic designation. (e.g: St Thomas the Apostle, Cambridge)

Declaration of Criminal Record and Instructions Form

- This form only needs to be completed if the applicant has a criminal record. By self-declaring, XpressChek can verify the details of the record and the process is much faster. If the applicant has a record and does not complete this form, the Diocese will receive an "Incomplete" result and the applicant will be required to obtain a local police department



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record check. The local police department process can be completed on the same day or take up to several months and there is typically an additional fee for this check.

- The exact date is not required, but the applicant must put the year at a minimum and as close to the exact date of the conviction as possible.
- If the applicant wishes to self-declare a criminal record, the completed Declaration of a Criminal Record Form must be sent along with the "Consent to Disclosure of Personal Information" form.

Photocopy of Identification

- The authorized representative from the parish must see the originals of the applicant's ID and ensure the photocopy is legible. Unclear identification cannot be processed. (While photocopying, the ID's size can be enlarged and lightened for better legibility.)
- Two pieces of identification are required, at least one of which must be a government issued photo ID. Only the front side of the identification is needed unless the back contains the applicant's name and/or date of birth. Acceptable identification is listed on the form included
- Health Cards for Identification purposes are not to be photocopied, but may be noted as 'viewed only' as a second piece of id

Before submitting any forms please ensure the following:

- All instructions have been carefully followed. Incomplete forms or inaccurate information will cause significant delays in processing.
- All information on the "Consent to Disclosure" form is complete, accurate, and legible. Forms with incomplete information cannot be processed.
- All forms are signed by both the applicant and the authorized parish representative. The applicant must also properly date the form.
- Photocopies of two pieces of acceptable identification are included, on the same page.
- If the applicant has a criminal record, the "Declaration of a Criminal Record" form must be included.
- Send the completed forms, the photocopy of the identification, and Declaration Form (if applicable) to The Diocese of Huron: Safe Church via:
 - Email: jmclaughlin@huron.anglican.ca
 - Mail: Jennifer McLaughlin
Diocese of Huron
190 Queens Ave
London ON N6A 6H7