

VOLUNTEER PROGRAM

Criminal record check process



Individuals wishing to volunteer Ranch Ehrlo Society (RES) are responsible to obtain written verification that a criminal record check, including a vulnerable sector check, has been carried out. Applicants can obtain this documentation from the applicable law enforcement agency, as listed below.

Regina residents: Please obtain your criminal record check from the Regina Police Service located at 1717 Osler Street in Regina. Hours of operation are 8am to 4:30pm, Monday through Friday.

Moose Jaw residents: Please obtain your criminal record check from the Moose Jaw Police Service (MJPS) located at 21 Fairford Street West in Moose Jaw. Hours of operation are 8am to 5pm, Monday through Friday. The processing fee for a volunteer requiring a criminal record check is \$10 (cash only, reimbursement available through RES). Please allow seven business days for your record to be processed. Completed checks may be picked up at the MJPS, and will only be given to applicants with photo ID.

Saskatoon residents: Please obtain your “Criminal Occurrence Security Check” from the Saskatoon Police Service at 130 – 4th Avenue North in Saskatoon. Hours of operation are 8am to 4pm, Monday through Friday. If you wish to complete the Criminal Occurrence Security Check beforehand, you may download it from http://www.police.saskatoon.sk.ca/pdf/pr_forms/SP4-02_Criminal_Occurrence_Security_Check.pdf and take it with you to the Saskatoon Police Service during operating hours.

- **Please note:** the Criminal Occurrence Security Check must be signed in the presence of the Public Information Clerk.

Prince Albert residents: Please obtain your “Criminal Occurrence Security Check” from the Prince Albert Police Service (PAPS) at 45 – 15th Street West in Prince Albert. Hours of operation are 8am to 4pm, Monday through Friday. If you wish to complete the Criminal Occurrence Security Check form beforehand, you may download it from <http://www.papolice.ca/Portals/0/Forms/2012%2006%2025%20-%20Criminal%20Record%20check-Security%20Clearance%20Form.pdf> and take it with you to the PAPS during operating hours. **All** criminal record checks obtained from the PAPS will be charged \$40 (cash only, reimbursement available through RES). Please allow 7-10 business days for your record to be processed. Completed checks may be picked up at the PAPS after 1pm, and will only be given to applicants with photo ID.

Rural residents: If your permanent address is rural, please obtain your criminal record check from your local RCMP detachment. A complete list of RCMP detachments in Saskatchewan can be found at <http://www.rcmp-grc.gc.ca/sk/detachs/index-eng.htm> or by calling the RCMP Operations Strategy Branch at 306-780-8599.

- **Important:** Applicants for volunteer work must specify the job title or position sought in the “REASON FOR APPLICATION” portion of the fingerprint form.

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Important notes:

1. In order to obtain a criminal record check from any of the above named law enforcement agencies you will be required to produce two pieces of government issued identification, one of which must include name, date of birth, a photo and signature.
 - Examples include: driver's license, passport, birth certificate, Saskatchewan (or out of province) Health Services Card, Social Insurance Number card, Status card, Possession and Acquisition License.
 - Please be prepared with proof of address/residency as this may be requested. Additionally, the application must contain all addresses for the past five years.
 - The applicant must also provide all applicant names including given names(s), surname, maiden name (if applicable) and any names that were changed in accordance with a legal name change (if applicable).
2. In all cases, a written confirmation of your volunteer application will be required to obtain your criminal record check free of charge. This personalized letter will be provided by the Manager of Volunteer Services after your volunteer application has been received.
3. Processing fees apply to all criminal record checks completed by the Moose Jaw and Prince Albert police services. RES will reimburse processing fees upon receipt of your original criminal record check and original receipt from the police service (mailing address below).
4. **Post-secondary students:** If you volunteering to receive credit for a class and require a criminal record check a processing fee will apply and will not be reimbursed by the Ranch Ehrlo Society: Regina - \$45; Moose Jaw - \$40 (cash only); Saskatoon - \$35; Prince Albert \$40 (cash only)
5. Original documentation that is current within the past six months and meets all of the above criteria may also be accepted, at the discretion of the Manager of Volunteer Services.

Once you have received your criminal record check please submit the original documentation to the Manager of Volunteer Services (contact information found below).

- **Please note:** original documentation must be viewed by the Manager of Volunteer Services, or designate, although a copy can be kept on file if you wish to keep your original document.

If you have any questions regarding Ranch Ehrlo Society's criminal record check process please do not hesitate to contact the Manager of Volunteer Services at 306-751-4535 or volunteer@ranchehrlo.ca.

Manager, Volunteer Services
Ranch Ehrlo Society
#206, 1951 Francis Street
Regina, SK S4N 6V1

PLEASE NOTE: You cannot begin your volunteer work until your completed criminal record check has been received by the Ranch Ehrlo Society.