

## ***Would you like to Volunteer at Millgrove School?***

We are excited to welcome volunteers at Millgrove School. As per HWDSB policy, all Volunteers must provide a Vulnerable Sector Screening every three years and a Offence Declaration Form must be each subsequent year. A break in volunteer service of one year or more or beginning as a Volunteer in a new school will require a new Vulnerable Sector Screening to be presented.

### ***Volunteer Information Package***

The attached link includes a Volunteer Information Sheet, School/Volunteer Agreement, and the Offence Declaration Form. Please complete and return this package if you are interested in volunteering and have obtained a Vulnerable Sector Screening. ***Hard copies of this package will be sent home to volunteers that have a valid Vulnerable Sector Screening currently on file with the school.***

## **Hamilton Police Service**

### **Police Check with Vulnerable Sector Screening**



If you require a Criminal Record Check, Criminal Record and Judicial Matters Check or a Vulnerable Sector Check, please apply online at <https://hamiltonpolice.on.ca/how-to/get-background-check>

#### **Apply On-line**

Before applying for an online police record check, applicants will require:

- Two pieces of government-issued identification that are not expired
- One piece of identification that includes a photograph
- Proof of residence in the City of Hamilton if applying for a Vulnerable Sector Check or Criminal Record and Judicial Matters Check

- VISA or Mastercard

**Please note:** Health cards and Social Insurance Number cards are not accepted. Requests for any level of police record check can be made only by the applicant. Third-party requests will not be accepted.

If fingerprints have been taken in the past or it is discovered that fingerprints are necessary for any reason, the online process will stop and the applicant will be asked to Central Station at 155 King William St. to complete the application.

### **Apply In Person**

You can apply in person at the Records Business Centre located at:

Central Station  
155 King William Street  
Hamilton, ON

### **Fee**

Fees must be remitted to Hamilton Police Service at the time of request. The Hamilton Police Service will accept cash, debit or credit card payments. Personal cheques will not be accepted.