



Understanding the Types of Police Record Checks

Think of the three types of PRCs as layers, with each level containing the one below it:



Important:

If a position requests a CRC with a **Vulnerable Sector Check**, you only need to request the **VSC**, as it already contains the **CRC** information.

CRC	<ul style="list-style-type: none"> • Criminal Record Check (CRC): The most basic level. 	
CRJMC	<ul style="list-style-type: none"> • Criminal Record and Judicial Matters Check (CRJMC): Includes everything in the CRC, PLUS additional information. 	
VSC	<ul style="list-style-type: none"> • Vulnerable Sector Check (VSC): The most comprehensive. It includes everything in the CRC and CRJMC, PLUS a search of the Vulnerable Sector database. 	

BRC

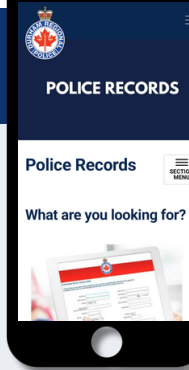
Exempted (Broad) Record Checks (BRC):
Provide screening of individuals that fall under the Child, Youth and Family Services Act, 2017 or under the intercountry Adoption Act, 1998.

OCLRA

Non-Parent Custody for Decision-Making Responsibility Police Record Check for Non-Parent Custody Decision Making Responsibility Ontario's Children's Law Reform Act (OCLRA)
- Court Order

Before you start:

- **Two pieces of valid government-issued ID**
— one must include a **photo**.
(Examples: Driver's Licence, Passport, Canadian Citizenship Card, Permanent Resident Card, Ontario Photo Card, etc.)
- Your **volunteer or student letter** (if applying as a volunteer).
- The **type of record check** you require (CRC, CRJMC, or VSC).
- **Proof of residency** in Durham Region (Drivers licence Ontario Photo card, Utility bill are accepted)





Steps of how to fill out a police record check

1

Personal Information

Fill out all fields that apply to you. If a field does not apply, leave it blank.



Examples:

- I have **one** middle name, so I leave the **Second Middle Name** field blank.
- I have a **previous last name**, so I enter that information where required.
- Use the **Maiden Name** field **only** if you changed your last name due to marriage. This field is **not** for your mother's maiden name.

2

Address Information

You will be asked:

“Do you live in a house?”

— Yes or No

- **If you select Yes**, continue filling out your address fields.
- **If you select No**, the system will prompt you to enter your **apartment number**.



4

Reason for Request

Select the option that applies to your situation.



3

Contact Information

Enter your **phone number** and **email address** *carefully*.



These are extremely important:

- This is how we will contact you if we need clarification.
- **Do not** use a business or shared email.
- The email must be the **applicant's personal email address only**.
- Once your PRC is completed, it will be sent to the **email address you provide**.

5

Name of Organization

For a **Vulnerable Sector Check**, you must list **one (1) organization only**.



- Do **not** list multiple organizations.
- The VSC is **position-specific**.
- Listing more than one organization will result in a **hardcopy** being mailed.

If you are currently job-searching, please wait until you have a specific job offer.

As an alternative, you may apply for the **CRJMC**, and you do **not** need to list a specific organization for this check.

PLEASE NOTE:

If there are issues with your application, the PRC will be *mailed*, not sent digitally.



Steps of how to fill out a police record check

6

Description of Position

Provide a brief explanation of what you will be doing for the listed organization.



7

Identification Section

Select the **two pieces of ID** you will be using.

For this demonstration:

- I will use my **Driver's Licence** and **Birth Certificate**.
- For the Driver's Licence, enter the **bolded number** in the middle of the card.
- For the Birth Certificate, enter the **registration number**.

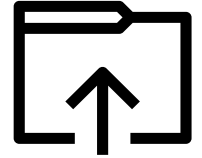
Click Continue.

If you are unable to proceed, scroll to the bottom of the page.

Any errors will appear in **red**.



Uploading Your Documents



Upload your volunteer letter (if applicable) and your two pieces of ID.

- If my Driver's Licence shows my address is in the Regional Municipality of Durham, I do **not** need to have a utility bill.
- If I am using a Birth Certificate and Passport, I need to upload a **utility bill** as **proof of address**.

Please ensure your documents are saved as a PDF or JPEG, in the lowest file size possible.

Payment Section



We only accept **VISA** or **Mastercard**.

We do not accept VISA Debit or VISA Gift Cards.

Trouble Shooting

- If a field **does not apply**, leave it blank — **do not enter "N/A."**
- If a position requests a **CRC with a Vulnerable Sector Check**, you only need to request the **VSC**, as it already contains the CRC information.
- Do not use a **business or shared email**, it has to be a personal one.

