

Criminal Record Check Information Sheet

As you will be working with members of the public, specifically children and youth, we require all volunteers and staff over the age of 18 to apply for a **criminal record check & vulnerable sector search** before they begin working with us.

The following information will aid you in your application:

You must apply in person for a criminal record check.

You must present two pieces of identification with your current address. The address must be within Halifax, Dartmouth or Bedford.

Accepted identification: Nova Scotia Driver's License or Nova Scotia ID Card and one other of: health card, birth certificate, passport, or social insurance number.

Criminal record checks are available Monday to Friday (closed on statutory holidays) at the following locations:

- Halifax Regional Police Headquarters - 1975 Gottingen Street, Halifax, 8:30 a.m.- 4:30 p.m.
- Central Division Community Office - Halifax Shopping Centre, Mumford Road, Halifax, 8 a.m.-4 p.m.
- West Division Office - 15 Convoy Run, Bedford, 8:30 a.m.-4:30 p.m.
- East Division Office - 7 Mellor Avenue, Burnside Industrial Park, 8:30 a.m.-4:30 p.m.
- Spryfield Community Office, Herring Cove Road, 8 a.m.-4 p.m.

Fees

- Volunteer Record Check - **\$15**
- **After 25 hours** of volunteer work, The Discovery Centre will reimburse the full cost of your record check.
- **A receipt must be handed in with criminal record check** in order to be reimbursed.

Information Needed to fill out Criminal Record Check Application:

- Agency/Business requesting search : **Discovery Centre**
- Contact Name: **Linda Laurence**
- Telephone Number: **902.492.4422 ext 237**
- Details regarding the children or vulnerable persons: **Working in group settings with children and youth.**