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## Police Records Check Process For Applicants Using MyBackCheck.com (FOR RETURNING MEMBERS ONLY)

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Applicants for Adult Membership in Scouts Canada must provide to the Council Scout Office, a **Police Records Check (PRC)** prior to assuming a volunteer role and every three years thereafter. **A record of criminal convictions means the applicant will be ineligible for membership in the organization.** Many offences are pardonable and Scouts Canada respects said pardons. However a PRC may indicate a pardon with respect to a sexual offence, which will make the applicant ineligible. Other information provided on the Police Records Check will also be considered in determining eligibility. **Only members of Scouts Canada who already have a valid police check may use this process.**

The advantage of this method of applying for a Police Check is that it can be done from your own home on your computer. As well, you can ask that your Police Check be shared with other registered organizations.

### Process:

1. Go online to <http://backcheck.net/scoutscanada/> and follow the steps as outlined by MyBackCheck.com. More than one person cannot use the same email address. The following link will demonstrate the procedure: <http://www.backcheck.net/mybackcheck/candidatedemo>
2. When choosing your council, **do not choose National Office**. Your local council will not receive the police check if you choose this. If you live in Toronto choose Greater Toronto Council; if you live in Peel, Greater Halton, Caledon, Burlington, Kitchener, etc. then choose Central Escarpment Council. If you live north of Toronto in York, South Simcoe, etc. (as far north as Burk's Falls) or in Orangeville or northwest of there, please choose Shining Waters Council. So long as you choose one of those three councils we will receive the results.
3. **Please note that this is a two-part process. Once you complete the initial application you will receive a confirmation email from MyBackCheck.com which will request that you log back into the profile you created and complete a questionnaire. You will be requested to pay at this time. You can now complete the ID verification online. The police check will not be completed without this step.**
4. Method of payment will be requested on-line (by VISA or MasterCard). The cost is \$20.00 for a Police Record Check. **Note: If you go directly to MyBackCheck.com and not through the website link listed above you will pay a higher fee.**
5. **NEW – If you do not wish to have your ID verified online, you can now have your ID verified at any post office in Canada free of charge by printing off the Canada Post ID verification form from the MyBackCheck website after accepting the invitation (self invited) and creating the profile. Canada Post's secure fax transmission will transfer the data to MyBackCheck for processing in one day.** *Alternatively:* ID verification forms and two pieces of government issued ID can still be sent (by scanning to [rpelkey@scouts.ca](mailto:rpelkey@scouts.ca) or mail) to the Scouts Canada Central Ontario Administrative Centre for processing to MyBackCheck. **Acceptable photo ID is:** Driver's License, Passport, Foreign Driver's License, Canadian Citizenship Card, Canadian Permanent Resident Card, Certificate of Indian Status, International Student Identity Card, Firearms Acquisition Certificate, Canadian National Institute of the Blind Identification Card, Military Family Identification Card. **A Health Card is NOT acceptable.** A birth certificate is acceptable for the 2<sup>nd</sup> piece of ID. ID can be verified by the Group Commissioner, Registrar, Area Commissioner, Area Registrar or Council Field Executive. When photocopying please copy on lightest setting possible, particularly for drivers licenses.
6. The completed Police Record Check will be shared automatically with Scouts Canada. You will also be able to log into MyBackCheck.com to check the status of your police check.