



***A current police records check must be provided by ministry personnel at certain transition points and at specific intervals. A police records check is considered current if it has been obtained within the last six months.***

**For entrance into ministry:**

- When an Inquirer is considered for Candidacy status
- Every six years during the Candidacy process
- Upon application to be ordained/commissioned, if none provided during previous 12 months
- When application is made for credential clearance by an admission applicant
- When application is made for consideration for re-admission by a former United Church minister

**For active ministry personnel beginning an appointment or call/settlement:**

- When application is made to a joint search committee for a call to a pastoral charge
- When application is made for an appointment to a pastoral charge/mission/outreach ministry (designated lay minister, united supply, interim ministry, candidate supply, student supply, ordained supply, diaconal supply)

**For retired ministry personnel beginning an appointment:**

- When application is made for an appointment a police record check dated within the last 3 years is required.

**During a pastoral relationship:**

- At least once every 6 years, submitted to the Ministry and Personnel Committee.

**While retained on the roll:**

- Upon first application to be retained on the roll, and every 3 years afterward.

***The type of police records check required is determined as follows:***

- If the individual is under the age of 25, a **Criminal Records Check** (level 1) is all that is required.
- If the individual is over the age of 25, the first police records check provided to the church must be a **Vulnerable Sector Verification** (level 2).
- Subsequent police records checks may be a Criminal Records Check (level 1) as long as no more than 3 years has elapsed between police records checks.
- If the individual is not able to satisfy the requesting body that an initial Vulnerable Sector Verification was obtained, along with a Criminal Records Check at least every three years afterward, then a new Vulnerable Sector Verification may be requested.

***Why is it so complicated?***

A Vulnerable Sector Verification (level 2) check is required initially because it includes a search for *pardoned* offences that will not show up on a Criminal Records Check (level 1). However, because of the time it takes for an offence to be pardoned, subsequent (non-pardoned) sexual offences will show up on a Criminal Records Check within a three year time frame.

***How to obtain a police records check:***

A Vulnerable Sector Verification (level 2) must be obtained through a local police detachment and can take up to 3 months.

A Criminal Records Check (level 1) also can be obtained at local police detachments or through BackCheck: <http://www.backcheck.net/unitedchurch/> or 866-882-7139.