



Police Records Check Process For Applicants Using MyBackCheck.com

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.

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.

MyBackCheck.com has worked with major corporations and has over 1,000,000 clients. The Scouts Canada British Columbia Council piloted this project in 2008 and the process was approved by the National Council at its Annual General Meeting in November 2008.

Process:

1. Go on-line to <http://backcheck.net/scoutscanada/> and follow the steps as outlined by MyBackCheck.com. More than one person cannot use the same email address. **Please note: Hotmail accounts tend to treat emails from MyBackcheck as spam.** The following link will demonstrate the procedure: <http://www.backcheck.net/mybackcheck/candidatedemo>

When choosing your council, **do not choose Scouts Canada Headquarters or National.** 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.

2. **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. The police check will not be completed without this step. You will be requested to pay at this time.**
3. Method of payment will be requested on-line (by VISA or Mastercard). The cost is \$25.00 + GST (\$26.25) 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.**
4. **MyBackCheck will send you a message to complete an ID Verification Form (that they will send you). You are required to complete Section #2, sign and forward to this office (by scanning and emailing (mroutledge@scouts.ca), mailing, or deliver by hand) with copies of 2 pieces of government-issued photo identification. Your Group Commissioner, Group Registrar, Area Commissioner, Area Registrar, or Council Field Executive can sign the form verifying your ID. We will complete the form and forward it 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 2nd piece of ID.



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5. 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.