



THE LITERACY GROUP

Guide to applying for a Vulnerable Sector Check

Waterloo Region

1. Confirm you have two forms of acceptable identification, as you will be required to produce two pieces of identification before the record check will be issued to you.
 - One piece must include a photo.
 - One form of identification must clearly identify that your primary residence is in the Regional Municipality of Waterloo.
 - Students attending a local college or university and residing within the Region while studying are considered residents.
 - All acceptable forms of identification can be found here. [List of appropriate identification](#)
2. Visit <https://recordcheck.wrps.on.ca/Live/RecordCheck.aspx>
3. Select Vulnerable Sector Check

Waterloo Regional Police Online Record Check Application Form.

Please enter the information carefully. Incomplete or incorrect information will result in delays.

Pursuant to the Police Record Checks Reform Act, non-governmental agencies are not authorized to receive results from youth records. For this reason, the Waterloo Regional Police Service will not provide Police Record Checks to applicants under the age of 18, unless the applicant is applying for an employment or volunteer position with a government agency.

Acceptable Identification <small>You will be required to produce two pieces of identification before the record check will be issued to you. One of these must clearly identify that your primary residence is in the Regional Municipality of Waterloo. Students attending a local college or university and residing within the Region while studying are considered residents. Please Check the list of acceptable ID.</small>
Status <small>We are currently processing Record Checks submitted Friday November 16, 2018</small>
Type of Request <small>Before you continue, please confirm that you are requesting an appropriate check for the agency and position that you are applying to. Your employer or volunteer agency can confirm this. Please select the link for more information about record checks</small>
<input type="checkbox"/> Adoption Record Check <input type="checkbox"/> Criminal Record and Judicial Matters Check <input type="checkbox"/> Criminal Record Check <input checked="" type="checkbox"/> Vulnerable Sector Check

4. Complete the information requested.
5. Record Check Requests
 - a. *Reason for request* – Volunteer
 - b. *Organization* – The Literacy Group of Waterloo Region
 - c. *Description of Position* – The volunteer position title
 - i. One-to-One Tutor
 - ii. Classroom Facilitator
 - iii. Classroom Assistant
 - iv. Administrative Assistant

- v. Board of Director (Police Record Check required only)
 - vi. Fundraising Committee Member (Police Record Check required only)
- d. Details regarding the responsibilities toward children or vulnerable person(s), please use the following:

One to One Tutor

Work in close proximity to support vulnerable adult learners to improve their literacy and essential skills. Work in a position of trust and authority to enable vulnerable learners who will have learning barriers, developmental talents, live with mental health, have low ESL levels, be elderly or work in organizations where children are on site.

Classroom Facilitator

Work in close proximity to support groups of vulnerable adult learners to improve their literacy and essential skills. Work in a position of trust and authority to enable vulnerable learners who will have learning barriers, developmental talents, live with mental health, have low ESL levels, be elderly or work in organizations where children are on site.

Classroom Assistant

Work in close proximity to support groups of vulnerable adult learners to improve their literacy and essential skills. Work in a position of trust and authority to enable vulnerable learners who will have learning barriers, developmental talents, live with mental health, have low ESL levels, be elderly or work in organizations where children are on site.

Administrative Assistant

Work closely to support the needs of vulnerable adults in completing the processes needed in their time with The Literacy Group. Work in a position of trust and authority to solve any problems, complete processes with vulnerable learners who will have learning barriers, developmental talents, live with mental health, have low ESL levels or are elderly.

- e. Complete the payment of \$10. The Literacy Group is willing to refund the \$10 of current volunteers and those whose applications we received **before January 1st 2019**. If you are unable to pay the \$10, please contact the Executive Director to discuss arrangements.
- f. Use The Literacy Group Claims form (which can be found on our website) with the transaction receipt and send it to:

Marian Baron
151 Frederick St. Suite 200
Kitchener ON N2H 2M2

Or email to marian@theliteracygroup.com

Please make sure your name and mailing address are accurate on the claims form.

- g. If you are unable to complete the application online, you can visit any Police Station and use the public computer, use TLG's computers or you can visit:

Police Reporting Centre
150 Maple Grove Road
Cambridge, Ontario N3H 5M1
519 650-8500 ext. 8786 / 8854

Please note – this is the only station in the Region that generates Vulnerable Sector Checks.

- h. If The Waterloo Regional Police contact you with an email requesting a fingerprint addition to your process, you will be required to present the letter of volunteering which can be found on our website.

If you have any questions, concerns or would like to contact the Executive Director personally please do so.

Chris Prosser
Executive Director
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