

Two pieces of documentation are required to volunteer:

*Criminal Records Check with Vulnerable sector completed (CRC/VS)

*Child Abuse Registry Check (CAR)

Criminal Records Check with Vulnerable Sector Check:

1. This document is two-part. You will need to complete a Criminal Records Check as well as the Vulnerable Sector portion.

CRC/VS Option 1: Apply Online:

To start your check, please choose which type of check you require:

Vulnerable Sector Check

Criminal Record Check

Criminal Record Check with Vulnerable Sector Check (\$50)

Please note that the Vulnerable Sector Check facilitated by myBackCheck is intended only for residents living in the communities under the jurisdiction of Halifax Regional Police and who will be in a direct position of trust or authority over children, the elderly, the disabled, or another vulnerable group.

This check includes:

- a name-based search of the National Repository of Criminal Records
- a search of locally held convictions and findings of guilt at HRP
- a query of the pardoned sex-offender database

A Vulnerable Sector Check may ONLY be requested for a person who wishes to take a volunteer or paid position working with children, the elderly, the disabled, or another vulnerable group. The position should be one of direct care, authority, or trust, and generally in an unsupervised (or limited supervision) setting. Should this type of check be requested and your position does NOT meet these requirements part of your check may NOT be completed.

If you do not require a Vulnerable Sector Check please select the **Criminal Record Check** tab.

If you meet these stated requirements, you may begin your Vulnerable Sector Check by completing the form below.

Name *

First

Last

Email *

Date of Birth (YYYY/MM/DD) *

Title of the paid or volunteer position *

Name of the person or organization *

Please provide a brief description of the positions responsibilities towards children or vulnerable person(s): *

Submit

Results of your pardoned sex-offender search will be sent directly to you from HRP via email.

Can I conduct a Vulnerable Sector Search through this service?

The check ordered through this service consists of a name-based criminal record verification and does not include a Vulnerable Sector Search (VSS). RCMP policy states that a VSS must be conducted by the local police agency of jurisdiction where you reside.

The only exception to this rule is for those residing in areas policed by the Halifax Regional Police (Halifax, Dartmouth and the communities extending from Bedford to the Sambro Loop): <https://pages.sterlingbackcheck.ca/landing-pages/h/halifax/> and in the town of Gananoque <https://pages.sterlingbackcheck.ca/landing-pages/g/gananoque/> Please ensure that this is the right check for you. Note that a refund will not be provided once the check has been processed.

For more information, and to find out where myBackCheck.com can offer the VSS please contact us by [using the form below](#).

Link below:

<https://pages.sterlingbackcheck.ca/landing-pages/h/halifax/>

The cost for this is \$50.00.

Once you have received your VSS (Vulnerable sector) serial number by email, log into your mybackcheck.com account, click on the “View & Share” button to access a page that allows you to enter your VSS serial number. Your results will then be published within 24 hours.

CRC/VS Option 2:

The other option is to request a letter from the office for volunteering, which will reduce the cost of the CRC/VS to \$30.00. You will need to take this letter to Halifax Regional Police Headquarters, located at 1975 Gottingen Street, along with two pieces of ID. The office will require a copy of this paperwork.

Halifax Regional Police Headquarters
1975 Gottingen Street
Halifax, Nova Scotia
B3J 2H1

Map: [Click here](#)

Child Abuse Registry:

2. You will need to complete a Child Abuse Registry check online; there is no charge for this.

You will be asked a series of questions, in addition to uploading photo identification for verification. This will generate an electronic confirmation which the school will require a copy of.

<https://beta.novascotia.ca/apply-child-abuse-register-search>

Eligibility

You can apply for a Child Abuse Register check if you have contact with children 18 or younger for your job or volunteer work. You can only apply for a check for your own name.

How to apply

1. Apply online.
2. Check the application for details on all required supporting documents.
3. Submit your completed application and supporting documents.

How long it takes

It should take 2 to 3 weeks to get a confirmation letter in the mail. It can take longer if more information is needed or if your form hasn't been filled in correctly.

Cost

There is no cost to apply.

Before you start

Make sure you have government-issued identification (like a health card, driver's licence, Secure Certificate of Indian Status or passport).

Apply online

When you apply online you need to upload any supporting documents in PDF, JPG or PNG format.

[Start now →](#)

DEECD Volunteer Policy:

<https://www.ednet.ns.ca/docs/volunteerbackgroundcheckpolicyen.pdf>

Please provide a copy of both the completed CRC/VS & CAR to the office as paperwork is only accepted up to 6-months from date of issue. Also, if you have children at any of the feeder schools and you wish to volunteer, please send a copy there as well.

- 6.3 A principal or RCE/CSAP may accept a background check document for up to six months from the date the check was completed. Completed background check documents are valid for a maximum three years and must be repeated and resubmitted once expired if the individual wishes to remain a registered volunteer with the school. Principals may request resubmission earlier than three years.

Please note: the Child Abuse Register Search and Criminal Records Check must be issued in the three months preceding volunteering and updated every three years.