

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: Apply Online:

<https://secure.tritoncanada.ca/v/public/landing/HalifaxPoliceService/home>

Welcome to Halifax Regional Police Online Record Checks!

Halifax Regional Police can only process Criminal Record Checks for residents of Halifax Regional Municipality (HRM).
If you are a non-resident of HRM, you must apply to the police service responsible for policing your jurisdiction.

There are three types of record checks available through Halifax Regional Police: Criminal Record Check (CRC), Criminal Record and Judicial Matters Check (CRJMC), and Vulnerable Sector Check (VSC).
NOTE: Applicants must currently reside in HRM. Having an HRM postal code alone does not guarantee eligibility.

Application Options:

You may apply either **online** or **in person** at Halifax Regional Police Headquarters.

Vulnerable Sector Check (VSC): A letter from your organization is required stating the position involves trust or authority with vulnerable persons.

NOTE: If fingerprints are required, you will be contacted with instructions to complete the process at Police Headquarters.

If you receive an email that you are required to attend the Halifax Police station to verify your identification, you must attend **within 15 days** of the email being sent. If you fail to do so, your Record Check application will be cancelled, fees will **NOT** be reimbursed, and you will have to re-apply.

If you have concerns with your application please contact **Triton Customer Service** directly at **1-844-874-8667**

Select Police Vulnerable Sector Check (PVS), this will include the Criminal Records Check as well as the Vulnerable Sector portion. The cost for this is \$30.00.

You will require a volunteer letter from the principal to upload with your application. Please contact the office to request this letter.

Service Options

Please scroll to see matching services

Police Vulnerable Sector Check (PVS)

This check is restricted to applicants seeking employment and/or volunteering in a position of authority or trust relative to vulnerable persons in Canada only. It is a collection of offence information, including convictions, outstanding warrants, charges and judicial orders available from a local police agency's records management system and other systems/records where authorized. This check will include sexual offence convictions for which the individual has received a record suspension (pardon) where authorized by the Minister of Public Safety and Emergency Preparedness. Non-conviction information shall be released only when it meets the Exceptional Disclosure Assessment.

EMPLOYMENT

Start Check →

\$43.86 + TAX (\$50.00)

VOLUNTEER

Start Check →

\$26.32 + TAX (\$30.00)

STUDENT

Start Check →

\$26.32 + TAX (\$30.00)

OTHER

Start Check →

\$43.86 + TAX (\$50.00)

SHOW FILTERED SERVICES

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.