



Laurentian Camp Cherith

286 River Farm Lane

R.R. 4

Lanark, Ontario

K0G 1K0



Phone: (613) 288-5806 Email: info@cherith.ca

Website: www.cherith.ca

IMPORTANT POLICE BACKGROUND CHECK INFORMATION

As a volunteer at Laurentian Camp Cherith, we require a police check to be done in your name **every 5 years**. In order to make this process as simple as possible, on the next page, you will find a form to print and fill out. This form permits volunteering staff to get their police background check done for free. Please fill out this form before heading to any Ottawa Police Station.

The official “Police Records Check” form is a blue form that must be acquired from any Ottawa Police station. This form can be filled out at the station. In addition to this, you must also bring two pieces of identification, one of which must be government issued photo identification.

Online Police Records Check is also available and is a much faster alternative than applying in person. Visit <https://olbc.ottawapolice.ca> to apply online.

The results of the background check can take a maximum of **25 working days** to be mailed back, so it is imperative that this matter be taken care of quickly. If you wait until the last minute, you must ask for the background check to be completed on a “while you wait” basis and this will cost \$25.00 (even if you are a volunteer). **Online applications are often returned within 48-72 hours.**

If you are not from the Ottawa area, please call your local police station and inquire about their background check procedures.

If you have any questions or concerns, please email me at registrar@cherith.ca.

Sincerely,

Heather Prystanski
Program and Fundraising Coordinator



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RE: Request for Volunteer Police Record Screening

Name of Applicant: _____

Position at Camp: _____

Dates at Camp: _____

Applicant's Signature: _____

Date: _____

The applicant named above will be volunteering at Laurentian Camp Cherith, a non-profit children's summer camp, during the dates specified above. As such, we request that the applicant provide the camp directors with the results of a **Vulnerable Sector police record search**.

Thank you,

Heather Prystanski
Program and Fundraising Coordinator
Laurentian Camp Cherith