

Police Background Check Information

For many Community Engaged Learning (CEL) placements and projects, community partner organizations will require students to obtain a Police Records Check. This can be completed through London Police Services or through a students' home town, providing that you have remained an official resident of that municipality.

If the Community Organization you are hoping to, or have been matched with, requires a Police Background Check, we recommend taking the initiative to get one **AS SOON AS POSSIBLE**. Because you are enrolled in a CEL course and are obtaining credit for your involvement in CEL, you are to obtain a Police Records Check **for Employment Purposes**. Depending on the type of placement, project, and community partner organization, you could be required to obtain one of the following kinds of Police Records Checks:

- 1) Police Information Check (PIC)
- 2) Police Vulnerable Sector Check (PVSC)

The specific type of check you will need should be communicated to you on the *Project Proposal Forms*. These record checks will cost \$45.

There are 2 ways for you to obtain a Police Check through London Police Services:

- 1) **Online** through the London Police Services Website. This allows you to request the Police Background Check without having to visit the office. However, the use of the online application system is **restricted to those over the age of 21** and who have an established credit history.
- 2) **By visiting the London Police Services** offices located at 601 Dundas Street between 8:30am and 4:00pm on Monday, Tuesday, Thursday, and Friday. The Records Screening Unit of the London Police Service is closed on Wednesdays, civic and statutory holidays. To apply, you are required to bring 2 pieces of ID (one must be a photo ID) and one piece of proof of London residency (i.e., copy of lease, utility bill, or other mail).

A description of what is included and procedures for applying for these checks can be found here: <http://www.policereliefsolutions.ca/checks/services/london/>

*** If you are experiencing financial difficulty as a result of paying for the Police Records Check, The Student Success Centre can reimburse you up to \$20. To do so, please visit the front desk at The Student Success Centre (UCC 210) with a receipt from your Police Records Check. Please be sure to write the name of the course on the receipt and you will be provided with \$20.***

PLEASE NOTE: The Student Success Centre will reimburse students the cost of the Police Check only for courses that are coordinated with the Community Engaged Learning program. Other faculty programs that require a Police Check are not eligible for this reimbursement.