

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Huron Detachment

325 Albert Street
P.O. Box 460
Clinton, ON N0M 1L0

325 Rue Albert
Boîte 460 de PO
Clinton, ON N0M 1L0

Telephone/Téléphone: (519) 482-1677
Facsimile/Télécopieur: (519) 482-1734

File number/Référence:

Memo

DATE: October 5, 2020
TO: Record Check Applicant
RE: Record Check Instructions

Complete either the LE219 OR LE220 attached

If you have a criminal record the LE229E - Declaration of Criminal Record - will also need to be completed

If you are completing the LE220 – Vulnerable Sector Check, please make sure you have included the agency letter

If your position is volunteer work, please include an agency letter clearly stating you are a volunteer

Scan two (2) pieces of ID, acceptable forms of ID listed below. Health Card and SIN are NOT acceptable

If you have difficulties downloading the Adobe form, just right click the form, and choose “Always Open in Adobe Reader”

If the form won't load, try downloading the form instead of opening it from the email

Once the above steps are complete, please scan and return ALL required documents to opp.huron@opp.ca We will not process your paperwork until all necessary documents are received

Once your record check has been completed, we will notify you. Your next step will be to attend the detachment at 325 Albert Street, Clinton ON WITH your 2 pieces of ID you submitted in your email

If your record check is for employment or post secondary school requirements there will be a charge of \$41 EXACT cash. Please have this with you when you attend. Only one person is allowed in the lobby at a time and you must wear a mask

Our hours of operation are Monday to Friday 8:00am – 4:00pm

You may NOT send someone else to pick up your record check. It MUST be you

Acceptable Identification (ID)

To obtain any check, two original forms of identification from this list are required. At least one piece of ID needs to be photo identification. Record checks can only be performed for persons 18 years of age or older UNLESS it is for a Government agency.

Acceptable forms of photo identification:

- Driver's Licence
- BYID - Bring Your Identification, issued by the Liquor Control Board of Ontario (LCBO)
- Military Employment Card
- Canadian Citizenship Card
- Indian Status Card
- Passport
- Permanent Resident Card
- PAL (Possession & Acquisition Licence issued by the Chief Firearms Office)
- CNIB (Canadian National Institute for the Blind) Card
- Ontario Photo ID Card (issued by the MTO)
- NEXUS Card
- FAST Pass
- Photo Student Card (for aged 15 and under only)

Acceptable forms of non-photo identification:

- Birth Certificate
- Baptismal Certificate
- Hunting Licence
- Outdoors Card
- Canadian Blood Donor Card
- Immigration Papers