

How to Register Your Vulnerable Sector Check

Before you start you are going to need a copy of your Vulnerable Sector Check along with the OHF Screening Declaration Form. You will also need your HRC# which can be found after you have finished registering with the Hockey Federation. Steps to find this number are located further in the document. Below is an example of each of the forms required along with a link if you do not have them.

Vulnerable Sector Check

Personal information contained on this form is collected pursuant to the Police Record Checks Reform Act, Police Services Act, 4.41 and Federal and Provincial privacy legislation and is collected for the purpose of processing this Vulnerable Sector Check. Information related to this check will be retained for two years. Questions concerning this collection should be directed to OCPP Online Record Check Unit. This check is to be used by applicants seeking a paid or volunteer position with vulnerable persons. "Vulnerable person" means a person who, because of their age, a disability or other circumstances, whether temporary or permanent, are: (a) in a position of dependence on others, or (b) are otherwise at a greater risk from the general population of being harmed by a person in a position of authority or trust relative to them, pursuant to the Criminal Records Act.

This check will include the following information as it exists on the date of the search:

- RCMP National Repository of Criminal Records, including the Pardoned Sex Offender Database – Pardoned criminal convictions as per the Schedule of the Criminal Records Act, including non-sex offenses, identified as a result of a Vulnerable Sector Verification search and authorized for release by the Minister of Public Safety and Emergency Preparedness
- Canadian Police Information Centre (CPIC) (Intelligence and Investigative Databases)
- Outstanding arrests, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition orders
- Absolutes and Conditional Discharges (1-3 years) from local police databases
- Summary convictions for 5 years
- Criminal charges resulting in dispositions and non-conviction including, but not limited to Stayed, Withdrawn, Dismissed, Not Guilty, and cases of not criminally responsible by reason of mental disorder as listed on local police indices in accordance with federal and provincial legislation
- Non-conviction information in accordance with provincial legislation

Applicant Information

Last Name * First Name *
 Middle Names Gender
 Maiden Name or other Last Names used Name commonly used or other First Names

Address
 Unit Number Street Number Street Name PO Box
 City/Town * Province/State * Postal/ZIP Code *
 Ontario N0G1H0
 Date of Birth (yyyy/mm/dd) Country of Birth * Canada Telephone * Email Address *

Addresses for the Last Five (5) Years (if different from above)

Unit Number	Street Number	Street Name	PO Box	From (m/yyyy)
City/Town	Province/State	Postal/ZIP Code	To (m/yyyy)	
Unit Number	Street Number	Street Name	PO Box	From (m/yyyy)
City/Town	Province/State	Postal/ZIP Code	To (m/yyyy)	
Unit Number	Street Number	Street Name	PO Box	From (m/yyyy)
City/Town	Province/State	Postal/ZIP Code	To (m/yyyy)	
Unit Number	Street Number	Street Name	PO Box	From (m/yyyy)
City/Town	Province/State	Postal/ZIP Code	To (m/yyyy)	
Unit Number	Street Number	Street Name	PO Box	From (m/yyyy)
City/Town	Province/State	Postal/ZIP Code	To (m/yyyy)	

Purpose of the Record Check

I am an applicant for a paid OR volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons. Agency/organization stamp affixed

Title of employment/volunteer position
 Description and details regarding the responsibilities towards children or vulnerable persons:

Identification

Identity of applicant has been verified Name of Organization/Agency
 Verified by Electronic Identification Verification
 Signature of Organization/Agency witness
 Verified by Electronic Identif Date (yyyy/mm/dd)
 LEISSE (2020/02) © Queen's Printer for Ontario, 2020. Disponible en français Page 4/7

Release and Discharge

Altering or tampering with this form, including any information on or attached to it that has been provided by a member of a law enforcement agency, is a Criminal Code offence. I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.

I hereby consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have ever been convicted of, and been granted a pardon for, any of the sexual offences listed in Schedule 2 of the Criminal Records Act.

I understand, as a result of giving this consent, if my date of birth and gender is a possible match to a person in a criminal record for one of the sexual offences listed in Schedule 2 of the Criminal Records Act in respect of which a pardon was granted or issued, I will be requested to provide fingerprints to confirm that record and that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

I hereby certify that the information provided above is true and correct to the best of my knowledge and belief. I hereby authorize the OCPP to conduct such searches as are deemed necessary and as I have authorized herein and to conduct a local police contact search with any Police Service in Canada, to obtain the information required to complete this check and disclose such information to me or, if I have so requested, to the third party described above.

I hereby release and forever discharge Her Majesty the Queen in Right of Ontario, the Commissioner of the OCPP and all members, agents, and employees of the OCPP from any and all actions, claims and demands for damages, loss or injury whatsoever arising which may hereafter be sustained by myself as a result of the collection and/or disclosure of information by the OCPP. Furthermore, I waive all rights, present and future, relating to the disclosure of the information set out herein, and I understand that upon disclosure of such information, the OCPP and all the aforesaid waive any responsibility for the use, application and/or dissemination of same by me.

This release and discharge shall apply to and be binding on my heirs, administrators, executors and assigns. *

Form LE220 - Declaration of Criminal Record attached Signature of Applicant Date (yyyy/mm/dd)

Police Use Only

Checked for completeness by	Member ID	LOCATION Code	Receipt Number	Fee Received
<input type="checkbox"/>				<input type="checkbox"/> \$

Results for Name-Based Criminal Record Verification

NEGATIVE - Based solely on the names and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records, including pardoned sex offender records, did NOT identify any records with the names and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

INCOMPLETE - Based solely on the names and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records, including pardoned sex offender records, could NOT be completed. Positive identification that a criminal record does or does not exist requires the applicant to SUBMIT FINGERPRINTS to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

Confirmation of a criminal record (see attached page (s) for details) - Based solely on the names and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records, including pardoned sex offender records, has resulted in a POSSIBLE match to a registered criminal record, but not to a pardoned sex offender record. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. As such, the criminal record information declared by the applicant does NOT constitute a Certified Criminal Record by the RCMP. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

Results of Fingerprint Comparison Search with the National Repository of Criminal Records

NEGATIVE - See attached (pages attached)

POSITIVE - See attached (pages attached)

NOT APPLICABLE

Results of Investigative Databank and Local Indices Results

NEGATIVE - No information was revealed that can be disclosed in accordance with federal laws and RCMP policies

POSSIBLE - There may be records held by a local police service that are relevant to screening the applicant. The applicant should contact the police service to determine if the records are relevant to the screening process.

POSITIVE - See attached results letter

Results of Police Vulnerable Sector Screening Only

A search of pardoned sex offenders was conducted. No information to release. (pages attached)

A search of pardoned sex offenders was conducted. Information authorized for release. (pages attached)

A search of pardoned sex offenders was not conducted.

Date of Search (yyyy/mm/dd) Member ID and Signature Total Number of Pages Attached to this Form

Note: A reconsideration policy exists for non-conviction information only. please see www.260.ca for further information.

[Vulnerable Sector Check – Link](#)

OHF Screening Declaration Form

Please scan PDF format of this form to the [OHF Screening Submission Portal](#)

Print Name: _____
 Date of Birth: _____ Month/Day/Year
 Hockey Canada Registry (HCR) Number: _____
 Telephone number: _____
 Email Address: _____
 Member: _____ Association/Club Location: _____

Failure to assess this process will be in violation of the OHF Screening Policy, this will mean that the official will be considered to be not in good standing and may be subject to further discipline.

I, _____ (Print Name) hereby declare that:

I have no convictions for offences under the Criminal Code of Canada as specified in the OHF Screening Policy, up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada)

I have no convictions for offences in any other country, up to and including the date of this declaration for which a pardon has not been issued or granted.

I have no investigations or charges with any criminal matters.

I am not currently under suspensions from a sport organization under Section 2.5 of the OHF Screening Policy

OR

I have the following convictions for offences under the Criminal Code of Canada as specified in the OHF Screening Policy for which a pardon under the Criminal Records Act (Canada) has not been issued or granted.

I have the following convictions for offences in another country for which a pardon has not been issued or granted.

I am currently under suspension from a sports organization under Section 2.5 of the OHF Screening Policy.

Supplementary information, including Outstanding Charges, Warrants and Orders.

DATE	LOCATION	CHARGE	DISPOSITION

Signature: _____ Date: _____

OHF Members

[OHF - Link](#)



[OHF - Link](#)

Start the Screening Process Here

Vulnerable Sector Checks (VSC)

START THE
SCREENING PROCESS

S

Search clubs, associations, leagues and tournaments

FR

BRANCH ONTARIO HOCKEY FEDERATION

Home Organizations Tournaments Register Clinics Contact

OHF Screening Submission Portal

Registration

No registration fee available.

Items

Items	Item info	Price
	OHF Screening Policy Please use this to begin the process to submit your Vulnerable Sector Check (VSC) and/or declaration. You will retrieve your HCR number and link to submit your documents after registration. Rostering will be restricted to ONLY those that have completed their appropriate screening.	Free

Details

Terms & conditions +

OHF Screening Submission Portal

Start date
2024-03-04
End date
2025-05-01

Register now

Register Now

S

Search clubs, associations, leagues and tournaments

FR

BRANCH ONTARIO HOCKEY FEDERATION

Home Organizations Tournaments Register Clinics Contact

OHF Screening Submission Portal

Registration

No registration fee available.

Items

Items	Item info	Price
	OHF Screening Policy Please use this to begin the process to submit your Vulnerable Sector Check (VSC) and/or declaration. You will retrieve your HCR number and link to submit your documents after registration. Rostering will be restricted to ONLY those that have completed their appropriate screening.	Free

Details

Terms & conditions +

Participant Selection

Select the participant from your Sportle Account

P	S	h	(v(s)
# 1500			2	

Register now

Add a participant

Problem with your registration? [Contact us](#)

If you do not see your name here you will need to add a participant.

(It needs to be your name, not your child's name)

If your name does not appear you will need to "Add a participant"

Skip this step if your name was listed in the step prior.

Participant Selection

Back to participants list

We recommend using your participant's full name and birthdate as written on their birth certificate.

First name * Last name *

Birthdate *

Min Age: 0 - Max Age: 99

Search by #

Search

You will need to search for yourself in the database first. If you are unable to find yourself it will prompt you to "Create a new participant" in the next step.

Participant Selection

Back to search

Search criteria

First name Last name Birthdate

Search Results

We could not find your participant

The person you are looking for might already be in our system, please review your search criteria and Search Again

Search Again Create a new participant

"Create a new participant"

Search...

Address

Address 2

Apartment, suite, unit, floor, building, etc.

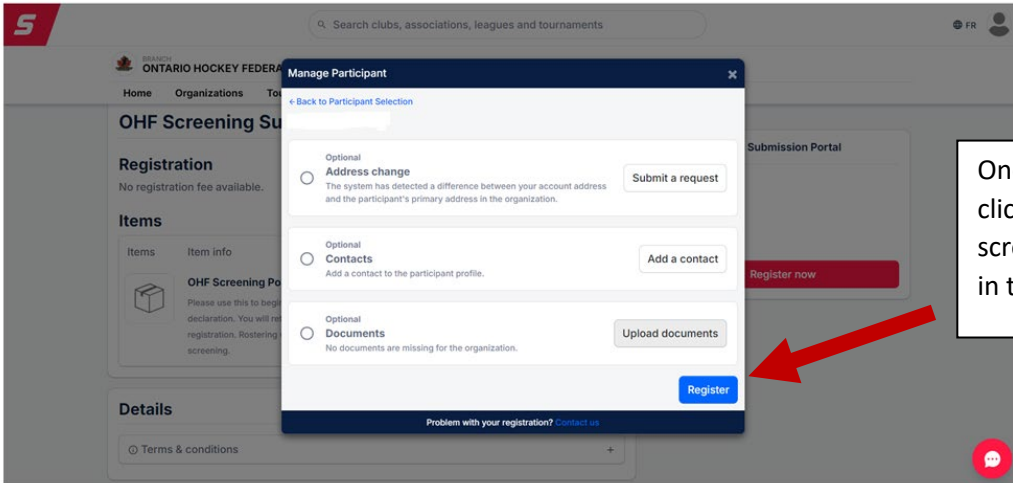
Why do Hockey Canada and the Member Partners collect demographic information?

The collection of self-identification data is central to equity, diversity, and inclusion efforts. Hockey Canada and the Member Branches are collecting this data to increase our ability to enhance programs, while recognizing and removing barriers. The demographic data being collected through the HCR platform is consistent with how the Government of Canada solicits this information including the options you see of race/ethnicity, language and Indigenous Peoples (all of which provide "Prefer not to say" as an option). There are many factors as to why and how this data is collected; please refer to this Government of Canada website for more information: https://www.ic.gc.ca/eic/site/063.nsf/eng/h_97737.html#1.

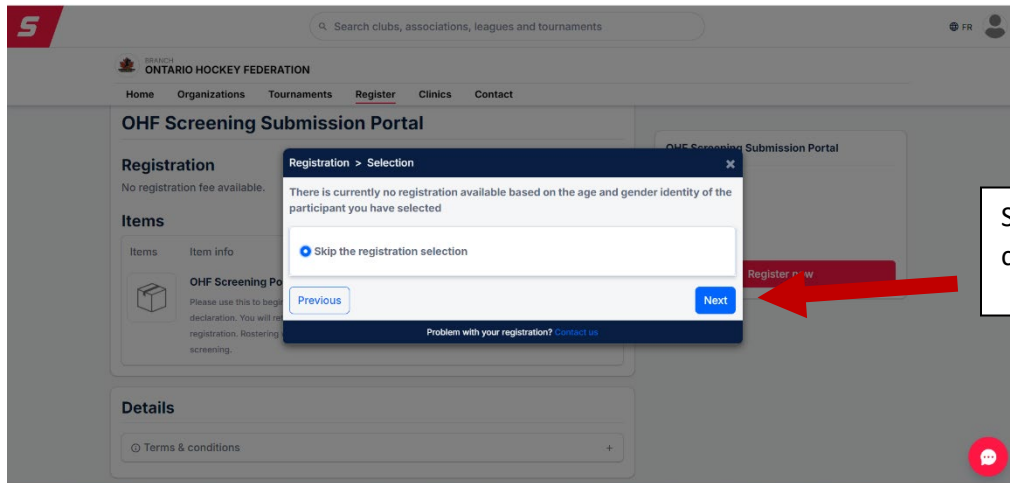
Previous Create

You will be required to fill in all your personal information here.

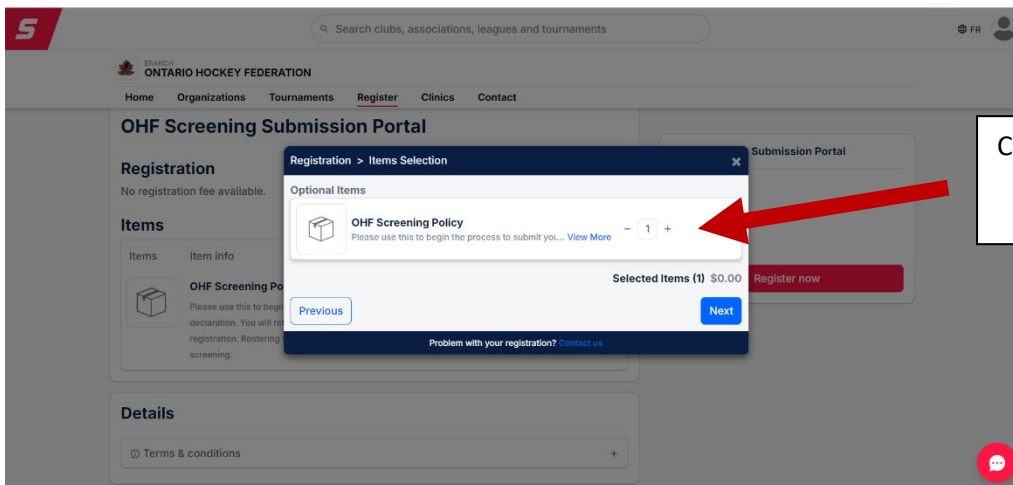
Press "Create"



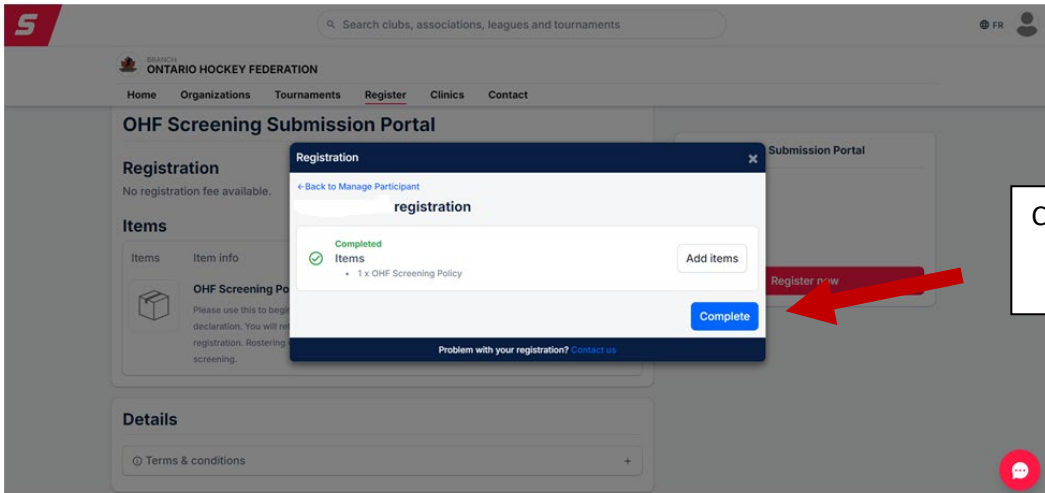
Once you select your name from the list and click "Register" it will take you to this next screen. You do not need to select anything in this step. Just click "Register"



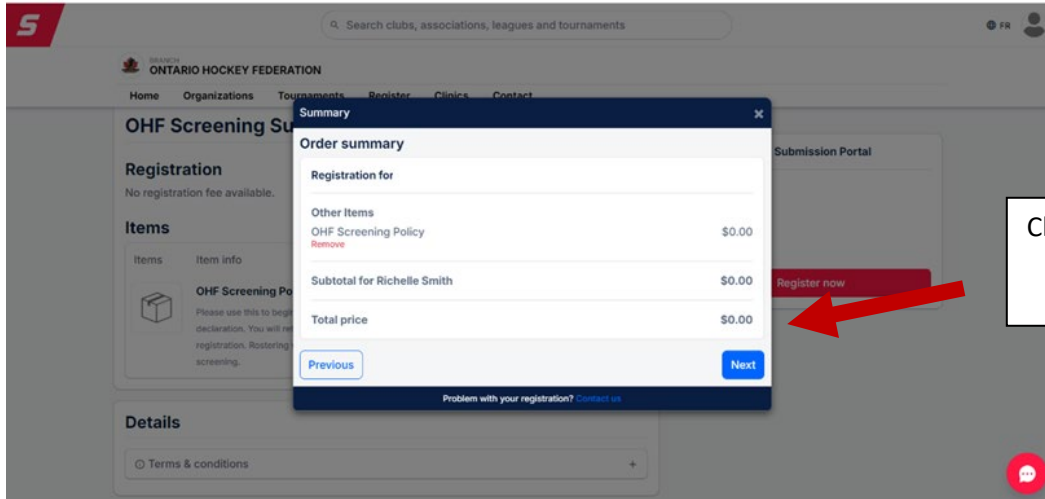
Select "Skip the registration selection" and click "Next"



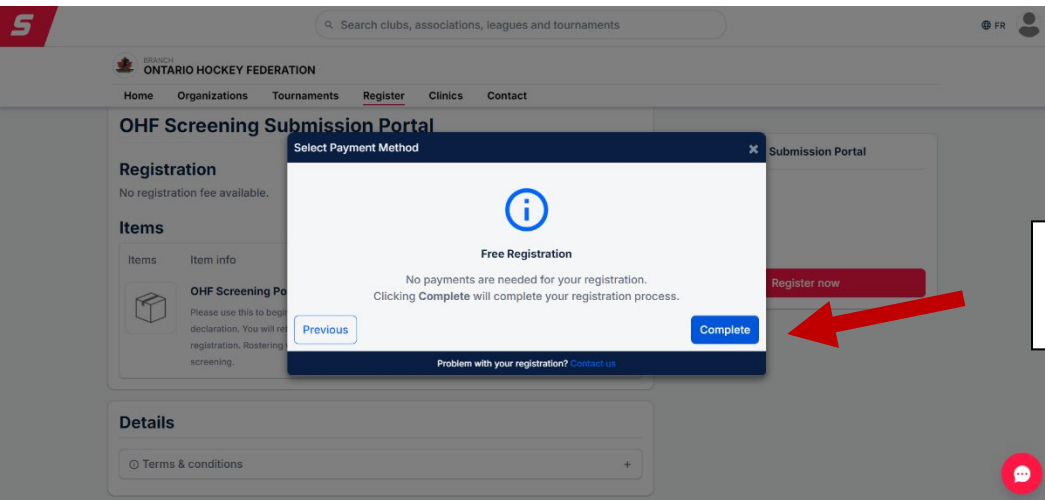
Click the "+" to toggle up to and click "Next"



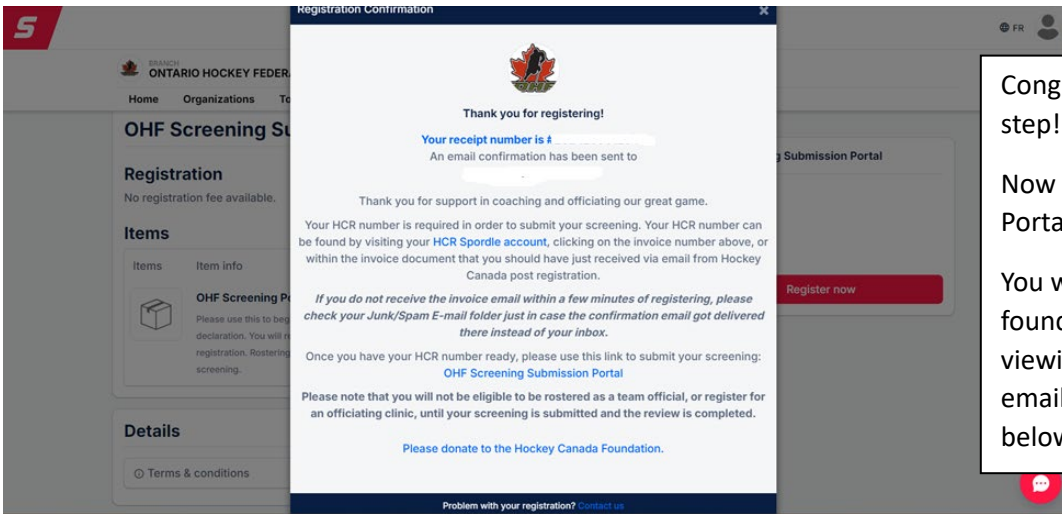
Click "Complete"



Click "Next"



Click "Complete"



Congratulations! You have finished the 1st step!

Now go to the OHF Screening Submission Portal.

You will need your HCR #, which can be found by clicking on the Invoice # or by viewing the Invoice that was sent to your email from Hockey Canada. See example below.

Invoice



Date: 2024-09-03 19:36

Invoice #:

Paid by

Organization

ONTARIO HOCKEY FEDERATION
400 Sheldon Drive
N1T 2H9
Cambridge, ON, CA

Phone number(s)

+12265339070

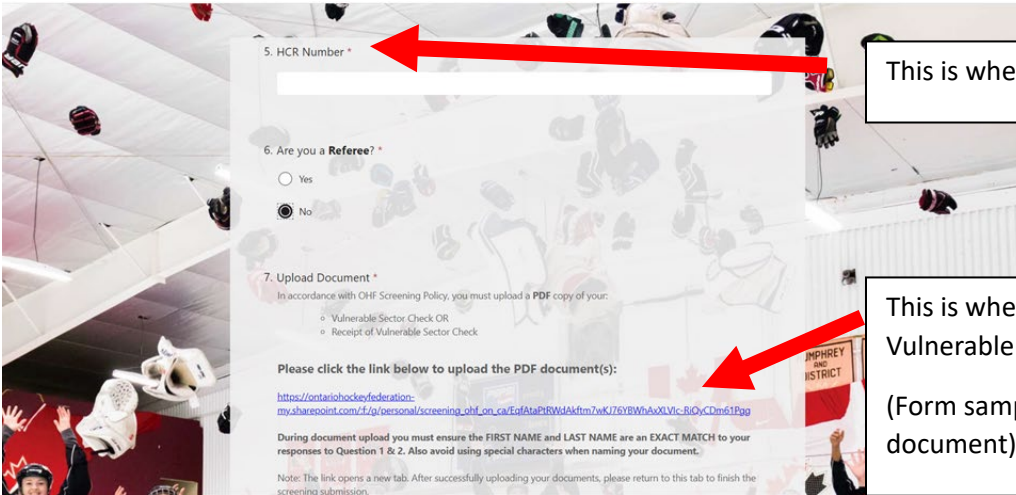
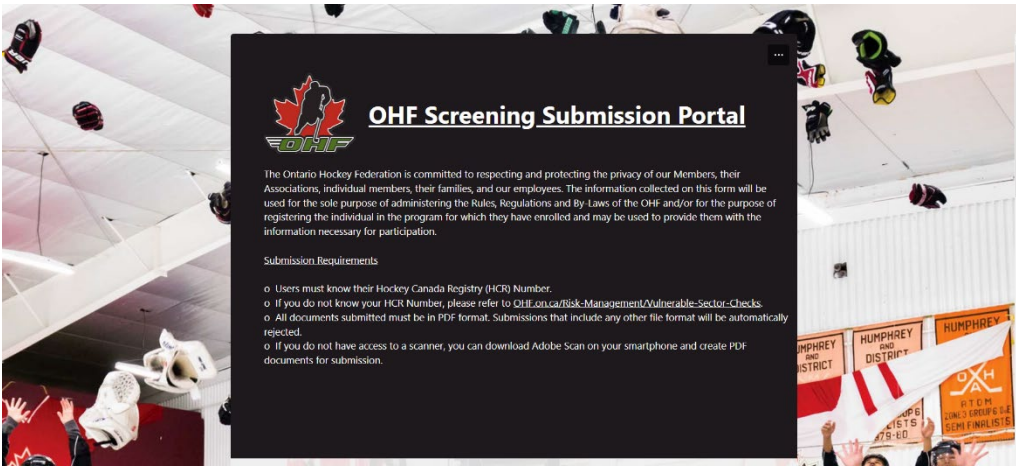
The HCR # can be found on the Invoice sent from Hockey Canada.

Item(s)	Price	QTY	Total
#2024 9			
2024-2025-OHF Screening Policy	\$0.00	x 1	\$0.00
Sub total:			\$0.00
Total:			\$0.00

Thank you for support in coaching and officiating our great game.

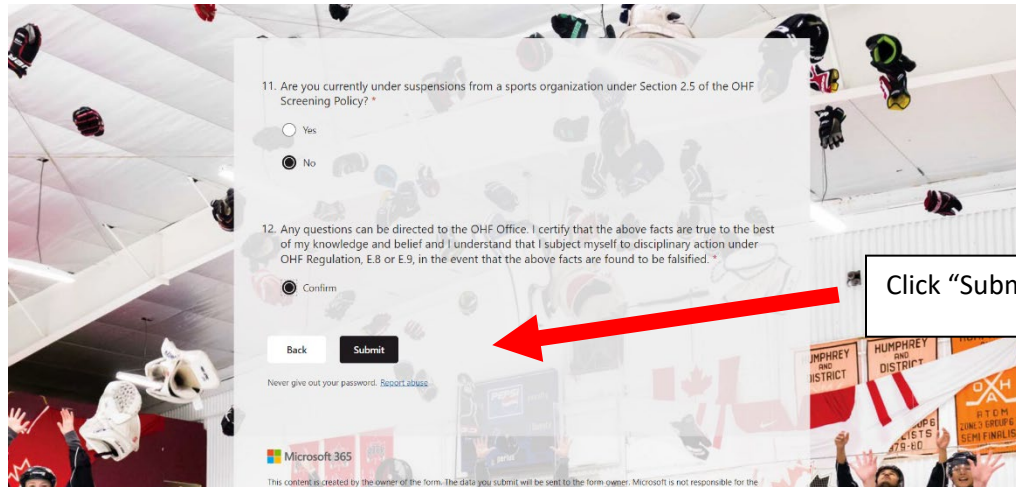
Your HCR number is required in order to submit your screening. Your HCR number can be found by visiting your [HCR Spordle account](#), clicking on the invoice number above, or within the invoice document that you should have just received via email from Hockey Canada post registration.

If you do not receive the invoice email within a few minutes of registering, please check your Junk/Spam E-mail folder just in case the confirmation email got

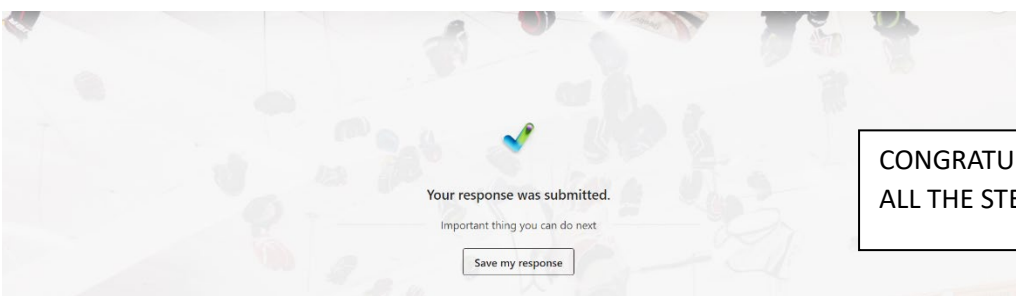


This is where you need to enter you HCR #

This is where you need to upload your Vulnerable Sector Check & OHF Declaration (Form samples shown at beginning of this document)



Click "Submit"



CONGRATULATIONS! YOU HAVE COMPLETED ALL THE STEPS!