

Criminal Record Screening Waiver Fee



Welcome Volunteer,

The City of St. John's would like to welcome you and thank you for your interest in volunteering. Included in your Volunteer Application Package you will find the following documents:

1. Fill out and submit the on-line City of St. John's [Volunteer Application](#) at www.stjohns.ca.
2. **Volunteer Fee Waiver**- When applying to Royal Newfoundland Constabulary there will be no fee for your Criminal Record Screening and Vulnerable Sector Check when presenting this waiver. Without presenting this waiver there will be a \$20 fee.
3. **Criminal Record Screening Certificates**– Applications can be processed online at www.rnc.gov.nl.ca. Applications will be processed within 15 business days.
4. Once you receive your Criminal Record Screening and Vulnerable Sector Check from RNC you will be required to submit to the City of St. John's by emailing volunteer@stjohns.ca

It is important that all documents are completed as soon as possible as these documents must be on file before you can begin your volunteer experience with us.

Your application will be processed, and you will be contacted regarding volunteer opportunities available. Once again, thank you for offering your time and talent to City of St. John's.

For further information, please feel free to contact volunteer@stjohns.ca

**Criminal Record Screening Certificate & Vulnerable Sector Check
Volunteer Fee Waiver**



Royal Newfoundland Constabulary

Re: Volunteer Waiver of Fees for Criminal Record Screening Certificate and Vulnerable Section Check.

This letter is to indicate that _____, D.O.B. _____, is applying for a Criminal Record Screening Certificate and Vulnerable Sector Check to volunteer with the City of St. John's.

Due to the voluntary nature of this position, the City requests that the fee for the Criminal Record Screening Certificate and Vulnerable Sector Check be waived for this applicant and that the results of the screening be mailed to the applicants mailing address.

Applicant mailing address:

P.O Box _____ Address _____
City/Town _____ Postal Code _____

Should you have any questions regarding this letter, please do not hesitate to contact Volunteer Services at 576-8630 or email volunteer@stjohns.ca

Thanking you in advance for your cooperation.

Sincerely,

Volunteer Services
City of St. John's



Royal Newfoundland Constabulary

Building Safe and Healthy Communities Together

Newfoundland and Labrador's Provincial Police Service

Criminal Record Screening Certificate and Vulnerable Sector Check

Both application and payment can be processed online see instructions on process below.

Effective May 20, 2020, the Royal Newfoundland Constabulary moved to an online process for persons requiring a Criminal Record Screening Certificate and Vulnerable Sector Check. This process allows you to apply without having to attend our facility. All aspects of the process, including verification of your identification and fee payment are handled electronically.

<https://www.rnc.gov.nl.ca/services/>

A Criminal Record Screening Certificate check simply verifies whether or not you have a criminal record.

A vulnerable sector check is a special type of criminal record check required for situations where you will be in a position of trust or authority over children, the elderly, the disabled, or another vulnerable group. A vulnerable sector check involves a name-based search of the national repository of criminal convictions, a search of locally held records at Royal Newfoundland Constabulary and a query of the pardoned sex-offender database. In some cases, you may be required to submit your fingerprints if there is a match based on a combination of your gender and date of birth to a pardoned sex offender record. Applicants with a potential match will be contacted by the Royal Newfoundland Constabulary and asked to attend Royal Newfoundland Constabulary to have their fingerprints taken electronically.

The Process:

Step 1: To request a Criminal Record Screening Certificate and Vulnerable Sector, please fill out the following form(s).

- Criminal Record Screening Certificate
- Consent for Criminal Record and Vulnerable Sector Check

Step 2: Print off the completed application, sign, and date it.

Step 3: Pay your \$20.00 Application Fee. Note: Fees are not required for persons volunteering; you will be required to include a letter from the Volunteer Agency exempting you from the fee.

Step 4: Email the following items to your respective jurisdiction.

- Signed and completed Criminal Record Screening Certificate and Vulnerable Sector Form as PDF (Portable Document Format)
- Two valid pieces of identification (one of which must be government issues with photo, name, date of birth and signature)
- Letter of Exemption from Volunteer Agency

NOTE: If there are no concerns or follow up required, your Criminal Record Screening Certificate and Vulnerable Sector Check will be processed within 15 business days and forwarded via Canada Post mail service.

ST. JOHN'S

NEWFOUNDLAND AND LABRADOR, CANADA