



Friends of *The OPP Museum*, a non-profit charitable organization, supports and promotes *The OPP Museum*.

777 Memorial Avenue
Orillia, Ontario L3V 7V3

705-330-4178
support@oppmuseumfriends.ca
www.oppmuseumfriends.ca

To: Whom It May Concern

From: **Friends of *The OPP Museum***

Re: Police Record Check

APPLICANT NAME (PLEASE PRINT)

DATE OF BIRTH

Please be advised that the above named person has applied to become a volunteer with **The Friends of *The OPP Museum***.

We request a Police Record Check be carried out. Common volunteer activities include administration, fundraising, outreach and communications.

Friends of *The OPP Museum* is a non-profit, charitable organization that supports and promotes *The OPP Museum*, located in Orillia, Ontario.

APPLICANT SIGNATURE

DATE

Parental consent required for volunteers 17 years of age and under.

PARENTAL SIGNATURE

FRIENDS OF *THE OPP MUSEUM* VOLUNTEER COORDINATOR SIGNATURE

DATE



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Notice to Volunteer Applicants for Friends of *The OPP Museum*

Each volunteer and Board Member is required to be screened with a Police Record Check to work within the OPP environs and the community *The OPP Museum* serves. The Police Record Check will be valid for five years but you are required to sign an annual Declaration for intervening years.

In most cases there is no cost to either you or the **Friends of *The OPP Museum*** to have the Police Record Check done but it is your responsibility to have it completed and submitted to our Volunteer Coordinator.

Here is the procedure for obtaining a Police Record Check:

1. Take the completed request letter to the police service of your local jurisdiction **along with 2 pieces of identification.** (see attached list of accepted identification).
2. Please **ask for a receipt** from the police service that you submitted your Police Record Check form to with the date you submitted it and then turn that receipt into the Volunteer Coordinator at the Friends Office at ***The OPP Museum***.
3. After all the paperwork is completed the police service will let you know approximately how long it will take to get your Police Record Check back and you will have to go back and pick it up.
4. Once you have your Police Record Check back from the police service please submit it to the **Friends of *The OPP Museum*** immediately in a sealed envelope with Friends' Volunteer Coordinator written on the front.

If you desire further explanation of the Police Record Check and have access to internet, you can go to www.opp.ca, click on language preference, point your mouse to 'Resources', then on bottom of middle column, click on Criminal Record Checks and Police Checks.



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ACCEPTABLE IDENTIFICATION:

Two (2) pieces of identification are required to complete the Police Record Check; one of which must be government-issued and include the applicant's name, date of birth, signature and current photo of the applicant.

The following are acceptable forms of photo identification:

ALL I.D. MUST BE CURRENT

- Driver's Licence (including driver's licence issued by another province, territory, or a foreign jurisdiction.
- BYID Card (Bring Your Identification, issued by the LCBO)
- Canadian or Foreign Passport
- Canadian Citizenship Card
- Possession and Acquisition Licence (or PAL card issued by the Chief Firearms Office)
- Permanent Resident Card
- Indian Status Card
- Canadian Institute for the Blind (CNIB) Identification Card
- Canadian Military Employment Card or Canadian Military Family Identification Card
- Ontario Photo ID Card (Issued by the MTO)

The following are acceptable forms of non-photo identification:

- Birth Certificate
- Baptismal Certificate
- Hunting Licence
- Outdoors Card (Fishing Licence Hard Copy Only)
- Canadian Blood Donor Card
- Immigration Papers
- NEXUS Card
- FAST Pass

SIN Cards, Health Cards and Pleasure Craft Operator Cards are not accepted.