Criminal Record Check Process

Effective July 1, 2026 all employees, active clergy, and volunteers in high-risk ministry in the Diocese of Toronto must obtain a criminal record check using the following process and forms. **Previous versions of these forms will no longer be accepted.** This document is available electronically from the Anglican Diocese of Toronto web site (www.toronto.anglican.ca/parish-administration/screening/forms-and-resources).

This package contains the following:

- **Instructions** for completing the forms (pages 1-4).
- **Request for Criminal Record Check** form (page 5).
- **Criminal Record Verification - Informed Consent Form** (page 6).
- **Declaration of Criminal Record** form and instructions (page 7).

General Information

- Please note that only individuals 18 years or older can apply for a criminal record check. Those under 18 years old may not serve in a high-risk ministry in the Anglican Diocese of Toronto.
- In the Anglican Diocese of Toronto all criminal record checks **must** be completed using this process and the current version of the forms. Criminal record checks completed for another organization will not be accepted.
- Persons applying for a ministry position that is rated as high risk must complete this process at the beginning of their ministry and every three years thereafter. Clergy are responsible for ensuring that they have completed this process every 3 years.
- Confirmation letters are sent to the parish. A copy is sent to the parish for all lay people, Honorary Assistants and Vocation Deacons. A copy is not sent to the parish for any other ordained position as it is kept in the Diocesan personnel file and the Bishop determines if the ordained person is suitable or not for high-risk ministry.
- The confirmation letter is the only documentation kept by the Diocese. In this process no physical criminal record check is produced and therefore, **individuals will not receive a copy of the criminal record check.** This process reduces the amount of paper used, processing time, possibility for errors, and ensures a higher level of confidentiality.
- This is only one step in the high-risk screening process. Each parish is responsible for ensuring that all other steps are completed and documented.

Before submitting any forms please ensure the following:

- All instructions have been carefully followed. Incomplete forms will not be processed.
- All information on the "Criminal Record Verification - Informed Consent Form" is complete, accurate, and legible. Forms with incomplete information cannot be processed.
- All forms are signed by both the applicant and the authorized parish representative. This cannot be the same person, as the authorized parish representative is verifying that they have seen the identification of the applicant. The applicant must also properly date the form.
- A photocopy of two pieces of accepted identification are included, on the same 8.5x11" page.
- If the applicant has a criminal record, the "Declaration of a Criminal Record" form must be included.
- Ensure that payment is enclosed. The fee is $29.66 ($26.25 +tax) for volunteers and $34.41 ($30.45 +tax) for employees and clergy.
- Send the completed forms, the photocopy of the identification, and payment to XpressChek Inc. Applications that include credit card payment may be scanned and emailed to screening@xpresschek.com or faxed to 416-412-2765. Otherwise, please mail the documents and payment to 110 Cumberland Street, Suite 240, Toronto, ON M5R 3V5. Please note that email is the most efficient way to submit applications.

Criminal Record Check Process

Instructions for Completing the Forms

Request for Criminal Record Check (page 5)

- This form needs to be completed once for each payment, regardless of payment method.
- For individual payments this form must be completed in full and indicate if the applicant is an employee or volunteer. Clergy are to select 'employee'.
- For group payments, only one request form needs to be completed. Please indicate how many employee consent forms and how many volunteer consent forms are in the batch.
- This form includes a Privacy Statement verifying that XpressChek will shred all credit card information immediately after processing and all other documentation received within 90 days of completion of the criminal record check.

Criminal Record Verification - Informed Consent Form (page 6)

- It is preferred that the form is completed with BLACK ink.
- This form must be completed in full and signed by both the individual requiring the criminal record check and the organization representation (witnessing agent). Please pay particular attention to the following as forms with incomplete information cannot be processed:
    - All information is accurate and legible, including maiden names and aliases.
    - The form is properly dated and signed by both the applicant and witnessing agent.
    - Any P.O. Box numbers are included in the address.
    - The full, legal name of the parish is listed.
- The applicant is to complete sections A and C. In the Anglican Diocese of Toronto, we only request a CPIC investigative Data Bank search through XpressChek.
- The organization representative (witnessing agent) is to complete sections B and D. This person is typically the Incumbent, Churchwardens, or parish Screening Coordinator. Each parish can determine who the representative is. It is recommended that at least two people are assigned as the representative as the representative may not sign their own form. The representative must also complete the contact name and phone number information in section B. In Section D, under "Identification Verified", please write "Yes".
- The "organization requesting search" is "Anglican Diocese of Toronto" followed by **the full, legal name of the parish**, including municipal or geographic designation, i.e. St. John, Humber and not simply St. John. Forms that do not include the full name of the parish cannot be processed. If you are uncertain of the parish name, please look it up on the Diocesan website "Find A Church" (www.toronto.anglican.ca/find-a-churchclergy/). For clergy who do not currently have an appointment the organization name is "Anglican Diocese of Toronto – Clergy". If the applicant is ordained but not appointed by a Bishop in the Anglican Diocese of Toronto (for example a non-Anglican priest serving as a Youth Minister) please use Ms./Mrs./Mr. as the title.
- You will note that the Name of the Processing Police Service is "Cobourg Police Service". This is correct. All agencies that conduct criminal record checks must work through a police service. XpressChek, utilizes Cobourg Police Services for this, and is listed so that all individuals are fully aware of which agencies will receive their consent form.

Declaration of Criminal Record and Instructions (page 7)

- This form only needs to be completed if the applicant has a criminal record. However, for privacy reasons this form is to be available to all applicants.

Criminal Record Check Process

- By self-declaring XpressChek can verify the details of the record and the process is much faster. If you have a record and do not complete this form, the Diocese will receive an "Incomplete" result and you will be required to obtain a local police department record check. The local police department process can be the same day or up to several months and there is typically an additional fee for this check.
- The exact date is not required but you must put the year at a minimum and as close to the exact date as possible.
- If you are self-declaring a criminal record you must send this form along with the "Criminal Record Verification - Informed Consent Form" from page 6.

Photocopy of Identification

- The Representative (see above) must **see the original** of the applicant's ID and ensure the photocopy is legible. Unclear identification cannot be processed. *(*You can enlarge the size when making the photocopy.*)*
- The photocopies of the ID must be sent to XpressChek along with the Consent form. The completed forms and the ID can also be scanned and emailed to screening@xpresschek.com.
- **Two pieces** of identification are required, at least one of which must be a government issued photo identification. Only the front side of the identification is needed unless the back contains the applicant's name and/or date of birth. Acceptable identification is **only** as follows:

Government Issued Photo ID
Canadian Citizen Card
Canadian National Institute for the Blind (CNIB) Card
Driver's License
Federal, Provincial or Municipal Identification Card
Indian Status Card
Military Employment Card
Military Family Identification Card (MFID)
Ontario Photo Card (www.ontario.ca/page/ontario-photo-card)
Passport
Permanent Resident Card
Possession and Acquisition Licenses (PAL)

*** SIN and Health Cards are **NOT** acceptable for identification purposes.

Non-Photo ID
Age of Majority Card
Baptismal Certificate
Birth Certificate
Canadian Blood Donor Card
Government Employment Card
Hospital Card
Hunting/ Fishing/ Boating License
International Student Card
LCBO Card
Immigration Papers
Outdoors Card
Student ID

Payment

- Payment can be in the form of a company/parish cheque, certified cheque, money order, bank draft or by completing the credit card payment form found on page 5, 'Request for Criminal Record Check'. The payment must be made out to "XpressChek". Please note that credit card charges will appear on the statement "XpressChek Inc". Personal cheques will not be accepted.
- Applications submitted without correct payment will not be processed. Please note that certified cheques will require more time to process than credit card payments. All credit card information will be destroyed immediately after processing and will not be kept by XpressChek.
- If the payment is for multiple criminal record checks, please indicate the number of volunteers and employees on this form.

Criminal Record Check Process

Process

If no criminal history has been found:

XpressChek will notify the Diocese of Toronto by email. Once the Diocese receives notice that there is no criminal history, and it is determined that there is not a barrier to high-risk ministry, the parish (with a copy to the parish) receives a confirmation letter from the Diocese stating:

> "Having reviewed your police record check, I am pleased to confirm that there was nothing reported that is an impediment to high-risk ministry and your involvement in parish ministry will continue to be processed by the parish. The final decision regarding your application will be made solely by the parish at the completion of its screening process."

This is the signal to the parish to continue with its screening process. Please note that the criminal record check requirement of the screening process is **not** complete until the parish receives this letter. Please note that for clergy, a copy of the letter will not be sent to the parish but will be retained in the Diocesan Personnel file.

If a criminal record exists or if the request cannot be verified:

Please note that applicants with a criminal record are not automatically excluded from a ministry position.

- If the details cannot be verified or if you have a record that was not self-disclosed, XpressChek will send the Diocese a notification that the record could not be completed. This may also occur if someone with a similar name or birthdate has a record.
- The applicant will then be contacted by the Diocesan Human Resources Department and directed to obtain a Criminal Record Check, confirmed by fingerprint comparison from their local police department. After receiving the criminal record check from their local police, the applicant will then send the original to the Diocese for review.

Once the record check is received confirming a criminal record, a member of the Diocesan Human Resources Department will discuss the information gathered with the applicant and explain the review process. The results from the review process will only be shared by letter with the parish Incumbent and with consent of the individual. An applicant has the right to withdraw their consent to continue in the application process at any time, however, the parish will be notified that the applicant has withdrawn.

If you have any questions about this step or if you know that you will require a check verified by fingerprints, please contact the Diocesan Human Resources Coordinator at 647-578-9748 or 1-800-668-8932.

Questions

If there are any questions about this process, or about the Responsible Ministry: Screening in Faith policy, please read "Understanding the PRC Process" or contact the Diocesan Human Resources Coordinator at:

The Anglican Diocese of Toronto
135 Adelaide Street East
Toronto, ON M5C 1L8
1-800-668-8932 or 647-578-9748

Thank you for all your efforts to ensure that our Church is a safer place for children and vulnerable adults.

REQUEST FOR CRIMINAL RECORD CHECK

(Please print clearly using BLACK ink only). Inaccurate or incomplete information may cause delays with your request.

Section 1 - Personal Information		
First Name:	**Last Name:**	**Date of Birth** (YY/ MM/ DD)
Congregation Name:		
Employee ◯ **Volunteer** ◯ **(please check one)**		
If this form is being used to pay for multiple criminal record checks, please indicate the Congregation Name, the number of employees and the number of volunteers. Please ensure that all forms and photocopies of identification are included.		

Section 2 - Payment Information		
Payment Method: ◯ MasterCard ◯ VISA ◯ Cheque, Bank Draft, or Money Order Cheque to be made payable to: XpessChek Personal cheques must be certified.		
Amount :	Card #:	Expiry Date (**MM/YY**)
Name of Cardholder:		
Signature:		Date:

Clergy $34.41
Volunteer $29.66

Section 3 - Processing Information		
Fax or Email to:	XPRESSCHEK (416) 412-2765 screening@xpresschek.com	**Note:** be sure to include the Page 6 (Consent Form) with this fax/email.
Type of ID Verified (2 Pieces)	**1.**	**2.**
Date Sent:		
Acceptable ID	**1 piece of Government Issued Photo ID, and 1 other piece of identification.** **Acceptable non-photo id includes:** Birth Certificate, Baptismal Certificate, Hunting/Fishing/Boating Licence, Outdoors Card, Hospital Card, Canadian Blood Donor Card, Immigration Papers, Student Cards, LCBO Card, Age of Majority Card, and Government Employment Card. SIN and Health Cards are not accepted.	

Privacy Statement

Your personal information is being gathered at this time for the purpose of processing your criminal record check as required under the *Responsible Ministry: Screening in Faith* policy of the Anglican Diocese of Toronto. Your personal information is used solely for the purpose of ensuring that the criminal record information gathered applies to you, and only you. Your information will not be used for any other purpose. XpressChek is in compliance with the Personal Information Protection and Electronic Documents Act (PIPEDA). Upon the completion of processing your criminal record check, XpressChek will shred all credit card information immediately after processing, and all other information 90 days after processing.
XpressChek also has a Privacy Policy which can be found at: http://xpresschek.com/privacy-policy/.

CRIMINAL RECORD VERIFICATION
Informed Consent Form

A. Personal Information

Title: (Ms./Mr./Dr./The Rev.)	Surname (last name):	Given names(s):
Surname (last name) at birth:	Former name(s):	
Place of birth (City, Province/State, Country):		
Date of birth (YYYY-MM-DD):	Sex (check one) ☐ Female ☐ Male ☐ N/A ☐	
Phone number(s):	Email address:	

Current Home Address

Number	Street	Apartment	City	Province/Territory/State	Postal/ZIP code

Previous Address(es) Within the Last 5 Years (attach additional page if necessary)

B. Reason for the Criminal Record Verification

Reason for Request (example: **Employment or Volunteer**): ◯ Employee ◯ Volunteer

Organization Requesting Search: Anglican Diocese of Toronto: *(include full parish name here)*

Contact Name:	Contact Phone Number:

C. Informed Consent

SEARCH AUTHORIZATION – I HEREBY CONSENT TO THE SEARCH OF the RCMP National Repository of Criminal Records based on the name(s), date of birth and where used, the declared criminal record history provided by myself. I understand that this verification of the National Repository of Criminal Records is not being confirmed by fingerprint comparison which is the only true means by which to confirm if a criminal record exists in the National Repository of Criminal Records.

POLICE INFORMATION SYSTEM(S) – I HEREBY CONSENT TO THE SEARCH OF police information systems, as part of a Police Information Check, which will consist of a search of the following systems (check applicable):

☒ CPIC investigative Data Bank ☐ Police Information Portal (PIP)

☐ OTHER:

AUTHORIZATION AND WAIVER to provide a confirmation of criminal record or any police information.

I certify that the information set out by me in this application is true and correct to the best of my ability. I consent to the release of the results of the criminal record checks to XpressChek & Anglican Diocese of Toronto, located in Toronto Ontario
(Company Name) (City and Country)

I hereby release and forever discharge all members and employees of the processing Police Service and the Royal Canadian Mounted Police from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the Cobourg Police Service to XpressChek Toronto, Ontario.
(Name of Processing Police Service) (Company Name) (City and Country)

Signature of Applicant	Date Year – Month - Day	Signed at City Province/Territory

D. Identification Verification

◯ Physical Identity Verification ◯ Electronic Identity Verification

Witnessing Agent's Name:	Identification Verified:
Witnessing Agent's Signature:	Type of Photo ID Viewed (Government Issued) & Secondary ID

Name and location of the company where information will be stored in Canada: XpressChek & Anglican Diocese of Toronto (Toronto, ON)

****Information related to this criminal record check is collected, retained and disclosed in accordance with applicable privacy legislation. ****

Criminal Record Verification
Declaration of a Criminal Record

This form is required to be filled and attached to your Informed Consent Form for a Criminal Record Verification.

This form must be filled in and submitted if the applicant has a criminal record. All offences must be listed on the form. If the applicant does not disclose an offence the report will come back as Incomplete, until all offences are disclosed.

Surname (last name) _____ Given name(s) _____ Date of Birth: _____
YYYY-MM-DD

Information is collected and disclosed in accordance with federal, provincial and municipal laws.

A Declaration of Criminal Record does not constitute a Certified Criminal Record by the RCMP and may not contain all criminal record convictions.

Applicants must declare all convictions for offences under Canadian federal law.

Do not declare the following:

- A conviction for which you have received a Record Suspension (formerly pardon) in accordance with the *Criminal Records Act;*
- A conviction where you were a "young person" under the *Youth Criminal Justice Act*;
- An Absolute or Conditional Discharge, pursuant to section 730 of the *Criminal Code*;
- An offence for which you were not convicted;
- Any provincial or municipal offence, and;
- Any charges dealt with outside of Canada.

Note that a Certified Criminal Record can only be issued based on the submission of fingerprints to the RCMP National Repository of Criminal Records.

Offence	Date of Sentence	Court Location

_____ _____
Signature of Applicant Date (YYYY-MM-DD)

Verified By:

_____
Name of Police Agency Employee

_____
Signature of Police Agency Employee

screening@xpresschek.com