

Vulnerable Sector (VS) Check General Information

Vulnerable Sector (VS) check: This process verifies whether an individual has a criminal record, as well as any record suspensions (formerly pardons) for sexual offences and local police records for information relevant to the VS check. The information that can be legally disclosed is provided to the applicant.

It is the responsibility of the organization or person responsible for the vulnerable person/people to request a vulnerable sector check. Equally, it is the person or organization responsible for the vulnerable person/people who decides how often a vulnerable sector check must be repeated.

Who can get a vulnerable sector check?

People who volunteer or have jobs where they are in positions of trust or authority over children or vulnerable persons can be asked to obtain a vulnerable sector check. *(Being in a position of trust or authority is more than just having contact with children or vulnerable persons. To meet the legal requirements for a vulnerable sector check the nature of the position – not the person – must cause the person to have authority over, or trust of, children or vulnerable persons.)*

What is the process for obtaining a vulnerable sector check?

The initial decision to request a vulnerable sector check is made by the hiring company or volunteer organization. If they determine that a position is one of trust or authority over children or vulnerable persons, they can request that an applicant for the position obtain a vulnerable sector check.

In all other cases, the applicant applies to the police service where he/she lives. The applicant will be required to provide the police service with the following information:

- A description of the position
- The name of the organization staffing the position
- Details regarding the children or vulnerable persons

The police service conducting the vulnerable sector check may ask for more information. The police service will use this information to determine if the position meets the legal requirements to conduct a vulnerable sector check. If the position does not meet the requirements of the *Criminal Records Act* for a vulnerable sector check, it is illegal for the police service to conduct one.

The police service will conduct name based checks of all of the data bases. In some cases the applicant will be required to submit fingerprints for identity confirmation. The use of fingerprints ensures the accuracy of the identification process.

Once the vulnerable sector check is completed, the police services completing the vulnerable sector check will send the results to the applicant or to the requesting organization.

Note:

If you apply for a Vulnerable Sector (VS) check, you must provide the name of your employer, the title of the position and the description of how the position deals with vulnerable persons.

1. Provide the following personal information:
 - your full name
 - your date of birth
 - your sex
 - your mailing address
 - your phone number