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WATERLOO REGIONAL POLICE



Address all correspondence to:

BRYAN LARKIN
CHIEF OF POLICE

Attention:

Records – Record Check Unit
Police Reporting Centre

May 30, 2017

Re: Direct Billing & Online Record Checks

Dear Sir/Madam:

As of June 5th, 2017, the WRPS online record check system will be available. Applicants will have the option to apply from home, within your agency, or anywhere they have access to the internet. Kiosks are available at the three main divisions or applicants can still apply in person at the Police Reporting Centre located at 150 Maple Grove Road, Cambridge. As such, direct billing will no longer be a viable payment option. Direct billing letters will be accepted at the Police Reporting Centre until June 30, 2017. After this date, direct billing will no longer be an option and customers will be required to make payment at the time of application.

The online record check program can be accessed at:

<http://www.wrps.on.ca/>

1. Select Online Services
2. Select Online Record Checks

The record check will now be on secure, embossed paper, and will no longer be handwritten. The secure paper will show VOID if it has been photocopied which is an indication that it may have been altered. All record checks received after June 5th, 2017, will be in the new format. You may still receive a record check during this time that is the old format if the record check was applied for prior to this date. Please pass this information on to any volunteers or employees for their ease of use.

The cost of record checks will also be increased to \$40 for all types as of September 1st 2017. This fee includes any fingerprinting associated with the check. Record checks for volunteers will remain at \$10.

Please be sure your members/volunteers are aware of what record check they require before applying. What is included on each type can also be found on the above website (1. Select Records – Police Checks, 2. Select Police Record Checks). Please understand requirements for the Police Vulnerable Sector Record Check are not based on agency, but position within the agency. Those applying for this type of check would need to be in a position of trust or authority towards the child or vulnerable person. As such, although a person may be around vulnerable people, it does not automatically equate to vulnerable sector screening. Unless the applicant can give us a specific task they would perform that would fall within the spirit of the Criminal Records Act, the applicant would not receive a police vulnerable sector check unless they have trust or authority over any vulnerable people.

Please contact Angela Post at 519-653-7700, ext. 8807, with any concerns regarding online submissions.

Best Regards,

Waterloo Regional Police Service

PEOPLE HELPING PEOPLE