

ID Required to Apply

Two pieces of valid, government-issued ID are required. One must have a **photo**. See list below for acceptable ID. Proof of address is required should your ID not provide it.

Acceptable Pieces of ID

- Driver's Licence (issued in Canada)
- Foreign Driver's Licence
- Canadian Passport
- Foreign Passport
- Canadian Citizenship Card
- Permanent Resident (PR) Card
- Certificate of Indian Status
- Valid student ID card (Canadian or foreign)
- Firearms Acquisition Certificate (FAC/PAL/POL)
- Canadian National Institute for the Blind (CNIB) identification card
- Federal, Provincial, Municipal ID (MFID)
- Birth Certificate
- Ontario Photo Card
- Fishing, Boating or Hunting Licence

Also accepted:

Valid non-photo identification that includes both the name and date of birth of an individual.

Health and S.I.N. cards are **NOT** accepted.

Apply for your
police record checks at
**[www.drps.ca/
onlinechecks](http://www.drps.ca/onlinechecks)**

Please ensure you request your information through the right application. Should you request the wrong information, you will have to re-apply, and no refund will be issued.



You can also follow us on Facebook, Twitter and Instagram for up-to-date information.

www.drps.ca
police-recordcheck@drps.ca



Police Record Checks

Apply Online



Police record check
applications are
now available online at
**[www.drps.ca/
onlinechecks](http://www.drps.ca/onlinechecks)**

POLICE RECORD CHECKS F.A.Q.

Why Do I Need a Police Record Check?

A police record check is a tool to help employers or other agencies determine an applicant's suitability for certain types of opportunities.

What is the Criteria for a Police Record Check?

DRPS police record checks are available to Durham residents ONLY. Two pieces of valid, government-issued identification are required to apply for a police record check. One of the pieces of ID must have a photo. Proof of address is required should your ID not provide it. (See list of ID accepted on back.)

How Much Does a Police Record Check Cost?

Police record checks for employment purposes are \$55 each. If fingerprints are required, an additional \$25 RCMP fee is charged.

Volunteer fees:

- Vulnerable Sector Check (VSC) - \$20.00 with supporting letter Eg. Hockey coach, long term care, school volunteer
- Volunteer CRC/CRJMC - no charge with supporting letter Eg. animal shelters, store front
- Student placement (VSC/CRC/CRJMC) \$20.00 with supporting letter

How to Apply for a Police Record Check?

Durham residents can apply for a police record check online at www.drps.ca/onlinechecks

How Will I Receive my Police Record Check?

Your completed police record check will be mailed via Canada Post or you can choose the pick-up option online when completing your application. Pick-up locations are listed on the application. You will be notified by email when your check is ready for pick-up.

Can Youth Under 18 Get a Police Record Check?

Youth aged 12 to 17 may only apply for Police Record Checks for positions working or volunteering with the Government of Canada, or the government of a province or municipality for purposes of employment or the performance of services, with or without remuneration.

Non-government agencies are not authorized to receive any results of any youth records and youth are no longer permitted to apply for any level of police record check.

The results of your police record check for a government agency will be sent directly to the agency and you will receive a copy.

Other Online Services Available (www.drps.ca - select Online Services)

FOI Access Request

Fee \$5.00

Types of information requested through FOI: Custody/Assault/Office of the Children's Lawyer/ Body Worn Camera video/911 Calls/Officers Notes. Questions: privacyunit@drps.ca

Motor Vehicle Accident and Incident Reports

\$35.00 level one

\$60.00 level two

Types of information requested:

Motor Vehicle Accident Report / Incident Reports (eg. Break and Enter, Theft of Motor Vehicle – anything that you can put through insurance) Questions: police recordcheck@drps.ca

Local Record Check for Record Suspension (PARDON)

\$100.00 Questions: ce mail@drps.ca

Fingerprint and Photograph Destruction

\$65.00 Questions: ce mail@drps.ca

Questions?
police recordcheck@drps.ca

Apply for Your Police Record Check Online

To apply online for your police record check, please visit www.drps.ca/onlinechecks

Follow the steps to provide the information required to complete the application.

Although we strive to process PRC requests within 10 business days of application, delays can occur due to demand. Acceptable methods of payment for online applications are VISA or Mastercard.

