



EMPLOYMENT BACKGROUND CHECKS GUIDELINES

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1. Principle

The University of Lethbridge strives to provide a safe environment for its students, academic and non-academic employees and visitors, and uphold the reputation and integrity of the University. In keeping with this philosophy, the University will conduct appropriate background checks when hiring new employees, or in some cases when current employees change positions at the University, and in situations where it is deemed appropriate and necessary. Background checks will only be done where appropriate written consent has been received from the individual in question. If written consent is not granted, the hiring does not proceed.

These guidelines will assist in identifying the appropriate level of background checks required in relation to the position being filled. They will also guide in how the checks are to be conducted. These guidelines apply to all University Academic and Non-Academic positions.

2. Background Checks

A background check is to confirm details about prospective and current employees (“candidates”). Background checks are used as part of the University of Lethbridge’s pre-employment and position screening process to help assess an individual’s competencies and integrity in protecting the University’s assets, information, and facilities, as well as conduct contributing to a respectful workplace. In all circumstances, the individual must provide written consent prior to any background checks being performed.

3. Standard Background Checks

Standard background checks will always be conducted prior to offering a position to a potential job candidate. Standard background checks will be completed for all new hires and existing employees being promoted or transferred to a new position.

A standard background check includes:

- i. Verification of employment history and skill set through 3 employment-related references, one of which is preferably the individual’s supervisor.
 - o The Hiring Manager/Chair has responsibility for verifying the references; this may be done in conjunction with Human Resources.
 - o In cases where an individual is unable to provide appropriate employment-related references due to a lack of work experience, relevant references from professors, academic instructors, volunteer organizations etc. may be considered.
- ii. Verification of professional/trade/licensing credentials required for the position.
 - o Where there is a specific professional credential (e.g. accounting designation), trade (e.g. journeyman certification) and/or licensing (e.g. valid security license) requirement for the position, copies of the relevant certification documents are to be provided to the Hiring Manager/Chair by the individual prior to their official start date.

These documents will be forwarded to Human Resources to be retained in the employee's personnel file.

- iii. Verification of education credentials required for the position.
 - o Where a position requires a post-secondary degree or diploma, a conditional offer of employment will be made and the individual will have three months in which to submit a copy of their official transcripts to Hiring Manager for non-academic positions and the Dean for academic positions. This requirement will be indicated in the employee's offer letter/employment contract. These educational documents will be retained in the employee's personnel file in Human Resources.

4. Supplemental Background Checks

In addition to standard background checks, the following supplemental background checks may be required prior to a candidate being hired.

1. Criminal Record Check (CRC)

- o Reveals criminal convictions that have not received a record suspension (or pardon) and absolute and conditional discharges within one to three-year time frames.

2. Vulnerable Sector Check (VSC)

- o A vulnerable sector check is an enhanced criminal record check. A vulnerable sector check is only for those individuals who are in positions of trust or authority over vulnerable persons. *Vulnerable persons are people who, because of their age (under the age of 18), disability or other circumstance, are more vulnerable than others.*

Being in a position of trust or authority is more than just having contact with vulnerable persons. Not every position that involves contact with a vulnerable person will meet the requirements for a vulnerable sector search. To meet the legal requirements¹ for a vulnerable sector check, the position must be one that creates either authority (power) over, or special trust with, a vulnerable person.

3. Driver's Abstract Check

- o A driver's abstract is a printed summary of a person's driving record, including merit and demerit points, convictions and suspensions.

Information on each of these checks and when they may be applicable is provided in Appendix A of these guidelines.

All University of Lethbridge positions, prior to posting, should be assessed to determine whether significant risk exists and a supplemental background check will be required for an individual who

¹ <http://laws-lois.justice.gc.ca/eng/acts/C-47/FullText.html>, Section 6.3(3).

occupies or wishes to occupy the position. Thus, the use of these background checks will be determined on a case-by-case basis as outlined in the background check process. Human Resources is available to provide advice and guidance on supplemental background checks. **It is ultimately the Hiring Manager/Chair's responsibility to assess the risk and determine which supplemental background checks are required.**

5. Supplemental Background Check Process

The supplemental background check process is outlined below.

5.1 New Hires

- i. Prior to posting the position, the Hiring Manager/Chair, in conjunction with their Senior Human Resources (HR) Consultant, determines what supplemental background checks (i.e. criminal record check, etc.) the position requires. This will be done by reviewing the position classification questionnaire (PCQ)/position profile and discussing the environment in which the individual will work.
- ii. If the position does require a supplemental background check it will be noted in the job posting.
- iii. Prior to hiring a casual position, the Hiring Manager/Chair should coordinate with their Senior HR Consultant to assess the need for a supplemental background check.
- iv. Candidates who are contacted for interviews will be informed which specific supplemental background checks are required as part of the recruitment process and that any offer of employment is contingent pending the results of the background check.
- v. Candidates who did not apply through the University's Applicant Tracking System (ATS) will be provided with a *"Consent for Collection and Verification of Reference/Background Information"* form (Appendix E) which they are required to sign and return to Human Resources. Applicants who applied through the ATS complete this form when they submit their application.
- vi. Candidates who have had a relevant supplemental background check completed within 3 months may provide this to the University rather than undertaking a new check. The original copy must be provided and must be signed in ink by the official issuing the document. Photocopies and facsimiles will not be accepted.
- vii. If there are costs associated in completing supplemental background checks, the costs of the checks for the successful applicant will be the responsibility of the applicant.
- viii. The Hiring Manager/Chair is responsible for ensuring all applicable supplemental background checks are completed regardless if Human Resources is involved in the hiring process.
- ix. All supplemental background checks are to be submitted by the candidate to Human Resources, to the attention of the applicable Senior HR Consultant. In circumstances

where a supplemental check is processed through a third-party agency, the background check shall be sent to the Senior HR Consultant. The Senior HR Consultant, is responsible for sharing the applicable information from the supplemental check with the Hiring Manager/Chair.

- x. Once the standard background check is completed, an offer of employment may be extended to the candidate. If a supplemental background check is warranted for the position, an offer of employment may be offered with the caveat that it is contingent upon the completion of an acceptable supplemental background check. The successful candidate should not commence employment until such supplemental check is completed to the satisfaction of the Hiring Manager/Chair and Human Resources.
- xi. Human Resources will monitor Criminal Record and Vulnerable Sector checks and inform the Hiring Manager/Chair of any outstanding checks or discrepancies in the background check information.
- xii. For those situations where a supplemental background check reveals information that may be of concern, the Senior HR Consultant will work with the Hiring Manager/Chair, to review the information in the context of the position that the University is hiring for.
 - a. The presence of a conviction or poor history does not necessarily mean that candidate should not be confirmed into a position.
 - b. **No offer of employment should be rescinded without a review and recommendation by Human Resources.**
 - c. The Senior HR Consultant will look at the situation from the context of employment and human rights legislation as well as the University's ability to put in place proper internal controls to mitigate any potential risks.
- xiii. All background checks must be kept in a confidential and secure location and are therefore to be submitted directly to Human Resources. Supplemental background checks will be kept in the personnel file in Human Resources and will be retained as per the records management procedures for personnel files.

5.2 Existing Staff

A supplemental background check will be required of current employees in the following circumstances:

- i. They are applying for a new position within the University for which a supplemental background check is required.
- ii. A significant change in duties that would warrant a criminal record or a vulnerable sector.
- iii. Any circumstances deemed required by the Associate Vice-President (Human Resources & Administration).

- iv. As soon as an employee in a position that requires a Criminal Record Check is convicted of an offence, they shall immediately notify the applicable Senior Human Resources Consultant of the conviction. The Senior HR Consultant and the Manager, in consultation with the appropriate Vice President, will review the details to assess the relevancy of the conviction to the position to determine if any action is necessary.
- v. As soon as an employee in a position that requires a Vulnerable Sector Check is charged or convicted of an offence, they shall immediately notify the applicable Senior HR Consultant of the charge or conviction. The Senior HR Consultant and the Manager, in consultation with the appropriate Vice President, will review the details to assess the relevancy of the charge or conviction to the position to determine if any action is necessary.

6. Process for Dealing with Adverse Information from a Background Check

Where a background check reveals adverse information the Hiring Manager/Chair will meet with the Senior HR Consultant to discuss the information obtained.

The candidate will be provided the opportunity to discuss the content and accuracy of the criminal record or vulnerable sector check with the Hiring Manager/Chair and the Senior HR Consultant.

In making a decision regarding the employment of the candidate, consideration will be given to:

- The relevance of the background check information to the position sought
- The length of time since the incident(s)
- The seriousness and specific circumstances of the incident(s)
- The number of incidents
- Evidence of rehabilitation
- Truthfulness and accuracy of information on the resume or provided in the interview
- The University and department's ability to mitigate risks
- The information and explanation provided by the candidate

Once a decision regarding the employability of the candidate is reached, the Hiring Manager/Chair will notify the candidate of the University's decision.

APPENDIX A: Supplementary Background Check Overview

A. Criminal Record and Vulnerable Sector Checks

There are two main types of police record checks in Canada. They can be grouped into two categories:

1. Police Information Check without a Vulnerable Sector Check (also known as a Criminal Record Check)
2. Police Information Check with a Vulnerable Sector Check (also known as a Vulnerable Sector Check)

In accordance with Alberta's *Freedom of Information and Protection of Privacy Act* as interpreted by the Office of the Information and Privacy Commissioner of Alberta,² the University of Lethbridge will only conduct a police information background check in making a hiring decision when:

1. There is a valid occupational job requirement for doing so; and
2. The information requested in the check is relevant to the position being hired for.

In all cases for all supplemental record check types, the candidate must apply for the check; the University or the Hiring Manager/Chair cannot apply on the individual's behalf.

A1. Police Information Check without a Vulnerable Sector Check - Criminal Record Check (CRC)

This type of check generally discloses records including:

- Criminal convictions that have not received a record suspension (or pardon)
- Outstanding charges, warrants, judicial orders;
- Peace bonds, and probation and prohibition orders;
- Absolute and conditional discharges;
- Family court restraining orders;
- Dispositions including, but not limited to, those that are withdrawn, dismissed, and not criminally responsible by reason of mental disorder; and

Individuals must apply for and obtain this check through their local police service. The processing time and cost of the check varies based on the police service performing the check. Lethbridge Police Service charges \$65 (2017 cost) with a standard processing time of 3 to 4 weeks. They will expedite this service to 2 to 3 days for an additional \$50 fee.

² Investigative Report P2010-IR-001.

A Criminal Record Check is suitable for positions that:

- Have master key access to University buildings such as residences or labs with large inventories of controlled substances – *Example: Manager, Caretaking*
- Are responsible for the care and safety of animals – *Example: Animal Care Attendant*
- Have direct access to or responsibility for cash or cash equivalents greater than \$5,000 per day – *Example: Financial Services Cashiers*
- Can commit University resources and have signing authority greater than \$25,000 – *Example: Facilities Project Managers*
- Are entrusted with processing of personal data on Banner form PPAIDEN (e.g. SIN, banking account information)– *Example: Payroll Specialists*
- Are responsible for modifying operating systems (e.g. ability to establish or re-route client payments) – *Example: Information Technology Programmer- Analyst*
- Make decisions at the executive and senior administration level or provide advice and counsel directly to the University’s Board of Governors – *Example: Associate Vice President; General Counsel*

A2. Police Information Check with a Vulnerable Sector Check (VSC)

A vulnerable sector check is an enhanced criminal record check.

Vulnerable persons are people who, because of their age (under the age of 18), disability or other circumstance, are more vulnerable than others.

This type of check includes all of the information in a standard police Criminal Record Check, as well as any information about select sexual and violent offences for which the offender has received a record suspension (formerly called a pardon). The extent to which non-conviction information is disclosed on this check depends on the specific police service.

A vulnerable sector check is only for those individuals who are in positions of trust or authority over children (under the age of 18) or vulnerable persons. **Being in a position of trust or authority is more than just having contact with vulnerable persons.** Not every position that involves contact with a vulnerable person will meet the requirements for a vulnerable sector search. To meet the legal requirements³ for a vulnerable sector check, the position must be one that creates either authority (power) over, or special trust with, a vulnerable person.

A Vulnerable Sector Police Information Check can only be completed by the police service where you currently reside. Applicant must grant consent prior to undergoing a Vulnerable Sector Check.

- Processing Time: Up to 6 weeks

³ <http://laws-lois.justice.gc.ca/eng/acts/C-47/FullText.html>, Section 6.3(3).

- Cost: \$65 (2017 cost) Federal processing fee (additional fee if fingerprinting is required)

A Vulnerable Sector Check would be applicable for positions working in a capacity that creates special trust with a child or vulnerable person such as:

- Non-academic Instructors (i.e. Swimming, Destination Exploration, Ballet)
- Summer camp personnel (Sports, Destination Exploration, Fine Arts)
- Personal Fitness Trainers
- Varsity Coaches
- Residence Advisors and Assistants
- Student Services Counsellors
- Accommodated Learning Centre – Learning Strategists
- Clinicians working in the Health Centre (i.e. Behaviourist, Dietician, Nurses and Physicians).

This is not a comprehensive list. Hiring Managers/Chairs are responsible for identifying which positions require a vulnerable sector check, **in consultation with their Senior HR Consultant**.

B. Standard Driver's Abstract

A driver's abstract is a printed summary of a person's driving record, including merit and demerit points, convictions and suspensions. The release of information from a driver's abstract is regulated by the Access to Motor Vehicle Information Regulation (AMVIR).

Driver's abstracts can be requested for 3, 5, or 10 year periods.

A Standard Driver's abstract provides:

- Driver's appearance (height, weight, gender, etc.)
- Current status of the driver's licence
- Conviction information
- Demerit points
- Suspensions

The University of Lethbridge requires the candidate to provide a current driver's abstract if they will be in a position where there is a requirement to operate a University vehicle or they are required to drive frequently for University business.



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Driver's Abstract Consent Forms can be found under the University's Risk and Safety Services policies <http://www.uleth.ca/risk-and-safety-services/driving-university-business> .

- Processing Time: Within 5 business days
- Cost: \$6.03 (5 year) (2017 cost) because of the University's agreement with AMVIR

A Driver's Abstract would be warranted for positions that:

- operate University vehicles (such as Maintenance Worker, Campus Recruiter, Faculty Member transporting students for a field trip, Shipper/Receiver)

This is not a complete list. Hiring Managers/Chairs are responsible for identifying which positions require a driver's abstract check. Risk Services is available for assistance.

APPENDIX B: Frequently Asked Questions

1. Who is responsible for determining which types of background checks need to be completed?

It is the responsibility of the Hiring Manager/Chair and Senior HR Consultant to determine which background checks will be required when filling new and vacant positions.

2. How do we determine what background check information is relevant?

Consider the following:

- Focus on the position and its associated responsibilities
- Understand the risk you are trying to avoid
- Consider the level of access this position has to university assets, facilities, financial and personal information and vulnerable persons
- Ensure that what you require is necessary, not merely desirable
- Do not collect information about an individual just because you think the information will come in handy later

3. I know somebody who used to work with one of the candidates. Can I call the person?

No, we must have the consent of the applicant before performing any kind of background check.

4. Which background checks should always be completed, regardless of position?

All positions require completion of the standard background check which includes; reference checks, employment verifications and education/certification verification.

5. How do I know when a criminal record check is required?

It is recommended that a criminal record check only be attained for any positions in which:

- Large amounts of money are handled
- Access to sensitive information is granted
- The employee will have access to high security areas

Consult with your Senior HR Consultant.

6. Who is considered a “Vulnerable Person”?

Vulnerable persons are people who, because of their age (under the age of 18), disability or other circumstance, are more vulnerable than others.

7. How do I know when a Vulnerable Sector Check is required?

A vulnerable sector check is only for those individuals who are in positions of trust or authority over children or vulnerable persons. Being in a position of trust or authority is more than just having contact with children or vulnerable persons.

Not every position that involves contact with a vulnerable person will meet the requirements for a vulnerable sector search. To meet the legal requirements⁴ for a vulnerable sector check the position must be one that creates either authority (power) over, or special trust with, a vulnerable person.

Consult with your Senior HR Consultant.

8. How should adverse information from background checks be treated within the screening process?

The results of the background check should be reviewed in light of their relevance to the position. Negative information may not necessarily preclude a candidate from being offered the position. Where negative information has surfaced or there are questions which have arisen as a result of a background check, the applicable Senior HR Consultant should be consulted.

Refer to “Process for Dealing with Adverse Information from a Background Check” section (6) of the policy for more information.

9. I want to hire a foreign national and a background check is required for the position, how is this handled?

A valid work visa will be accepted for Foreign Applicants for 6 months from the original work visa issue date. After this time, foreign workers are required to obtain a CRC or Vulnerable Sector Check issued by a Canadian law enforcement authority.

10. Can the candidate begin working in the position while waiting for the results of the supplemental background check?

Generally speaking, the answer is no, this would contradict the University’s position that a clean record is an essential job requirement and would create a liability for the University. In urgent situations that could not have been foreseen, the Associate Vice-President HR and Administration after consultation with the Senior HR Consultant and the Hiring Manager/Chair may give approval for extending a conditional job offer prior to a successful individual receiving a criminal record or vulnerable sector check. An Interim Statutory Declaration (with record or with no record) must be completed. The final job offer will be

⁴ <http://laws-lois.justice.gc.ca/eng/acts/C-47/FullText.html>, Section 6.3(3).

subject to a satisfactory criminal or vulnerable sector check whichever is warranted for the position.

An Interim Statutory Declaration reduces the potential liability for the University of Lethbridge but does not eliminate the risk of an adverse event occurring – Hiring Departments, Faculties and Schools and their Senior Executive must carefully consider whether they are prepared to have someone working prior to receiving the results of a Criminal Record or Vulnerable Sector Check. Interim Statutory Declarations are available on Human Resources website. Please contact your Senior HR Consultant if a Statutory Declaration is being used.

11. What if the candidate for a position refuses to consent to, or cooperate with a supplemental background check?

The candidate would no longer be eligible for the position.

12. Who will see the candidate's background check results?

All information obtained through the background check process, including criminal record history and vulnerable sector checks, is highly confidential and access to such information is limited to those positions who have a direct "need to know". This includes, but is not limited to, hiring personnel, payroll specialists processing employment applications and the Hiring Manager/Chair.

APPENDIX C: Position Assessment for Criminal Record or Vulnerable Sector Check

All University of Lethbridge positions, prior to posting, will be assessed to determine whether significant risk exists that warrants a criminal record or vulnerable sector check prior to hiring the position. Human Resources is available to provide advice and guidance on criminal and vulnerable sector checks. **It is ultimately the Hiring Manager/Chair's responsibility to assess the risk and determine which supplemental background checks are required.**

This assessment form is to help hiring managers assess the risk and determine if a supplemental criminal record or vulnerable sector check is required.

Criminal Record Check

A Criminal Record Check is required for positions that meet at least one of the following criteria (check all that apply to the position you are hiring):

- Has master key access to University buildings such as residences or labs with large inventories of controlled substances
- Has responsibility for the care and safety of animals
- Has direct access to or responsibility for cash or cash equivalents greater than \$5,000 per day
- Has the ability to commit University resources and has signing authority greater than \$25,000
- Has responsibility for processing of (or access to view) personal data on Banner form PPAIDEN (e.g. SIN, banking account information)
- Has responsibility for modifying operating systems (e.g. ability to establish or re-route client payments) – *Example: Information Technology Programmer- Analyst*
- Makes decisions at the executive and senior administration level or provide advice and counsel directly to the University's Board of Governors

If you checked one of the boxes above this position requires a criminal record check and this requirement must be noted on the job posting.

Vulnerable Sector Check

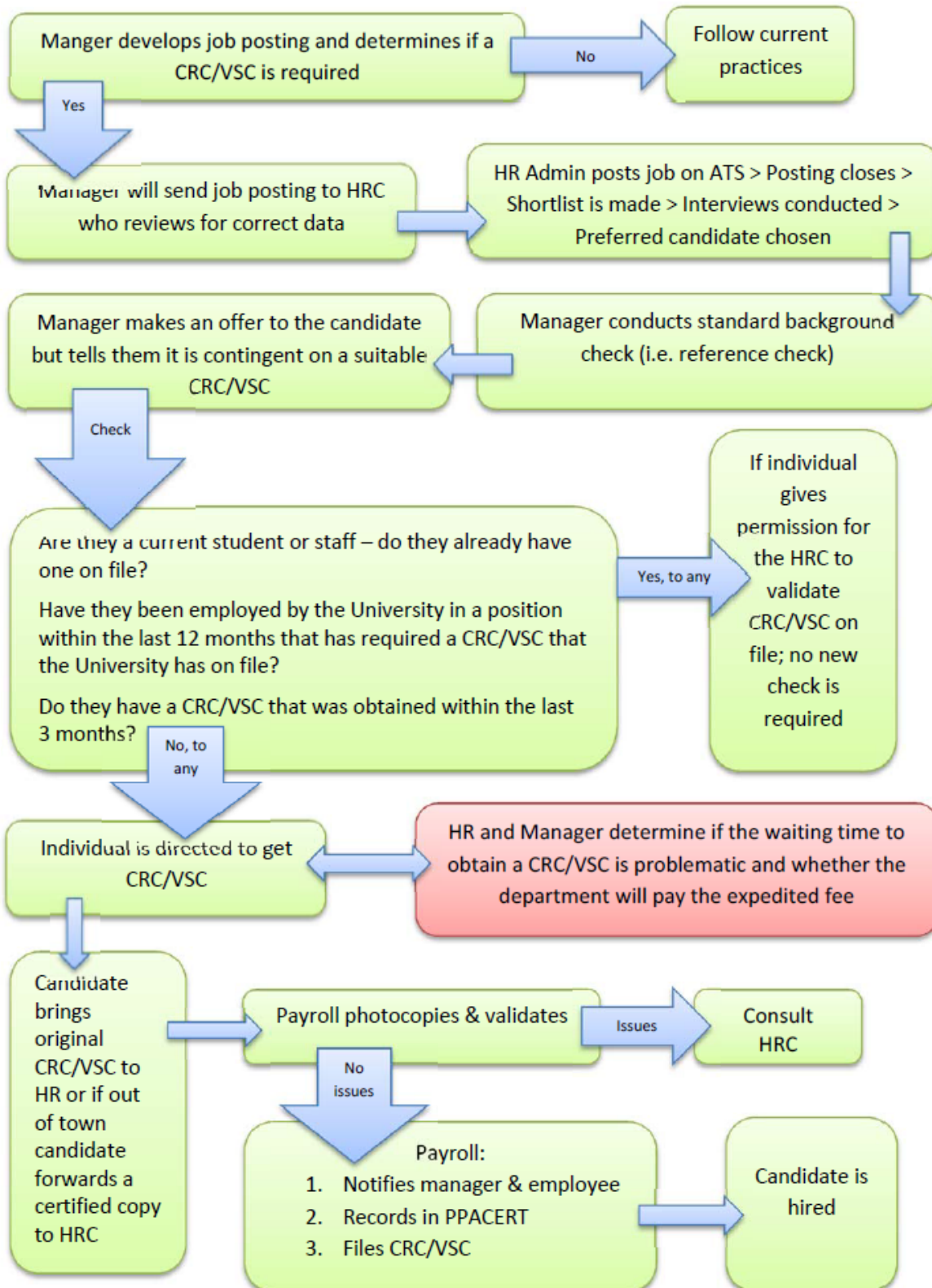
A vulnerable sector check is only for those individuals who are in positions of trust or authority over children or vulnerable persons. Being in a position of trust or authority is more than just having contact with children or vulnerable persons.

Does this position (check all that apply):

- Work one-on-one with a vulnerable person or persons
- Does the nature of this position have authority over a vulnerable person or persons?
- Does the nature of this position create a special trust relationship with a vulnerable person or persons?

If you checked one of the boxes above this position requires a vulnerable sector record check and this requirement must be noted on the job posting.

APPENDIX D: Workflow for Background Checks





APPENDIX E: Consent for Collection and Verification of Reference and Background Information

I, _____, having applied for the position of _____ with the University of Lethbridge, authorize the University of Lethbridge to collect the following personal information (check all that apply):

- Educational qualification verification
- Licensing/Trade/Professional designation verification
- Employment/Reference verification
- Background record checks, consisting of:
 - Criminal Records Check
 - Vulnerable Sector Check
 - Driver’s Abstract

For current and previous University of Lethbridge employees – In addition to the above, I understand that reference information may be obtained from my current and previous supervisors at the University of Lethbridge, and I hereby give my consent to such collection of reference information.

I understand that this personal information will be held in strict confidence.

Signature

Date (dd- mon- yr)

Protection of Privacy: The personal information on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (“Act”) and will be protected under Part 2 of the Act. The information is collected for the purpose of determining suitability to commence employment at the University of Lethbridge. Inquiries regarding the collection and use of the personal information, can be directed to: FOIP Coordinator at 4401 University Drive West, Lethbridge, AB T1K 3M4; email: foip@uleth.ca; telephone: 403-332-4620.

APPENDIX F: Interim Statutory Declaration Forms

There are four Statutory Declaration forms available on the Human Resources website:

1. Statutory Declaration - No Criminal Record
2. Statutory Declaration – With Criminal Record (person has a criminal record)
3. Statutory Declaration – No Vulnerable Sector Record
4. Statutory Declaration – With Vulnerable Sector Record (person has a record)

A Statutory Declaration form is to be completed in those instances where an applicant has applied for their Police Information Check but the certificate has not been received prior to their start date. The Declaration must be completed before the person starts their first day of work. The form to be completed will be specific to the supplemental background check required (i.e. Criminal Record Check or Vulnerable Sector Check) and the individual's record (i.e. has a record or doesn't have a record).

Human Resources has two Commissionaires of Oaths. Please book an appointment with Human Resources if a Commissionaire is required.

If you have questions on how to complete a Statutory Declaration Form please contact your Senior Human Resources Consultant.

APPENDIX G: Process for Obtaining Police Information Check with or without Vulnerable Sector Check

Residents of Lethbridge

- Lethbridge residents go to the Lethbridge Police Service to obtain their Police Information Check. The address is: 135 1 Avenue South, Lethbridge, AB T1J 0A1
- Hours of operation for record checks are Monday to Friday from 7 am to 7 pm, and Saturday from 11 am to 5 pm.
- Applicants must complete the Lethbridge Police Services Consent to Search and Disclose Form <https://www.lethbridgepolice.ca/sites/default/files/Lethbridge-Police-Information-Check.pdf>
- Applicants will have to pay the \$65 processing fee. The Lethbridge Police Service accepts cash, debit cards, personal cheques, certified cheques, bank drafts, or money order. All cheques, drafts and money orders should be made payable to the Lethbridge Police Service.
- Regular processing is usually 3-4 weeks, however, is subject to change without notice.
- The LPS offers an expedited service (additional \$50) that permits applicants to receive their certificates within 2-3 business days.
- Applicants must bring 2 pieces of government issued identification. One of which must have a photo on it.

Examples of Photo Identification:

- Driver's Licence or Identification Card
- Passport
- Nexus Card
- Permanent Residence Card
- Indian/Metis Status Card

Example of non-photo identification:

- Provincial Healthcare Card
- Birth Certificate
- Marriage Certificate
- Immigration Papers
- Citizenship Card
- Citizenship Certificate

- **For all applicants requiring a Vulnerable Sector Check, proof of Lethbridge residency is required.** All applicants that fail to provide valid government issued identification with a Lethbridge address will be required to provide documentation verifying a current Lethbridge address. This can include a recent utility, electricity, gas or telephone bill, bank statement, property rental agreement, insurance policy documents (life, auto, residential), etc. dated within that last 90 days. Note: The Lethbridge Police Service cannot conduct a Vulnerable Sector Check for individuals that do not reside in the City of Lethbridge.
- Lethbridge Police Service will mail the completed information check to the applicant.
- Applicants must bring an original copy of their Police Information Check to Human Resources.

Residents of Surrounding Lethbridge Area

- Applicants who live in the surrounding area of Lethbridge will go to their applicable RCMP attachment. For example:
 - Residents of Coaldale, Coalhurst, Chin, County of Lethbridge and Monarch go to the Coaldale or Lethbridge RCMP Detachment
 - Residents of Raymond and Magrath go to the Raymond/Magrath Detachment
 - Residents of Fort MacLeod go to the Fort MacLeod Detachment
- Hours of operation for record checks are Monday to Friday from 8 am to 4 pm Applicants will be required to complete an application form.
- The application fee and processing time varies depending on the RCMP detachment.
- Applicants must bring 2 pieces of government issued identification. One of which must have a photo on it.

Examples of Photo Identification:

- Driver's Licence or Identification Card
- Passport
- Nexus Card
- Permanent Residence Card
- Indian/Metis Status Card

Example of non-photo identification:

- Provincial Healthcare Card
- Birth Certificate
- Marriage Certificate
- Immigration Papers
- Citizenship Card
- Citizenship Certificate

- RCMP will mail the completed information check to the applicant.
- Applicants must bring an original copy to Human Resources.

Residents from Outside Lethbridge and Area

- Applicants who do not reside in Lethbridge or the surrounding area will need to go to the Police or RCMP service that covers their area of resident. For example: if the Applicant currently resides in Calgary and would be moving to Lethbridge then they must go to the Calgary Police Service to request a police information check.
- Calgary Police Service: <http://www.calgary.ca/cps/Pages/Public-Services/Police-Information-Checks.aspx>
- For other cities and municipalities please check your local police services website for information on their times, cost and process for Police Information Checks