

Halton Police Information Check Request – Information for Volunteers

This type of request is for applicants requiring checks for the purposes of volunteering with the Milton Public Library and requires the signed consent of the applicant.

The following link will provide additional content on the Police Information Check, should you wish to learn more about what the document includes:

<https://www.haltonpolice.ca/about/courtsrecords/policerrecordchecks.php>

Fee:

\$25.00 for volunteer positions. Please retain your receipt and the cost will be refunded to you upon presentation of BOTH the Police Information Check and your receipt. A cheque will be mailed to your place of residence. Please allow time for delivery.

NOTE: A reimbursement will be refunded only to those applicants who are successfully accepted into the Teen Advisory Group. As applicants are not required to present the document as part of their application, it is advised that they wait for confirmation of their acceptance before applying should they wish to be reimbursed. Any documents which are reimbursed are retained by Milton Public Library and cannot be released for outside use.

Locations:

Applications for Police Information Checks may be completed and submitted in person at the following locations:

Location	Address	Schedule
	1151 Bronte Road, Oakville	M-F 8:00 a.m. - 3:15 p.m.
11 Division	217 Guelph Street, Georgetown	M-F 8:30 a.m. - 10:00 p.m.
12 Division	490 Childs Drive, Milton	M-F 8:30 a.m. - 10:00 p.m.
20 Division	95 Oak Walk Drive, Oakville	M-F 8:30 a.m. - 10:00 p.m.
30 Division	3800 Southampton Boulevard, Burlington	M-F 8:30 a.m. - 10:00 p.m.

Halton Police Information Check Request – Information for Volunteers Continued

Identification:

Two pieces of valid government-issued identification must be provided. One must have the applicant's name, date of birth and photo on it.

Examples include:

- Age of majority card
- Driver's license
- Birth certificate
- Citizenship card
- Passport
- Military identification card

Payment

Payment can be made by cash, debit, Visa or MasterCard. Personal cheques are not accepted, unless certified.

Note: There is a certification charge of \$5.00 for each additional copy of Police Records Checks required or requested.

Processing Time

The turnaround time for processing Police Information Checks varies from two (2) to four (4) weeks from the date of application. Priority is given to those required for employment purposes.

Note: Response time could extend beyond four weeks, however, due to unpredictable increases in demand for this service, depending on the time of year and/or if applicants have resided outside of the Region of Halton within the past five years.

Processed Canadian Police Certificates and Police Records Information Requests will be forwarded to the attention of applicants by mail unless alternate arrangements are made for pick-up at the Police Headquarters location only.