

Criminal Record Check Instructions

Morden Residents: Please complete the required forms, making sure to use all names (maiden names, nicknames, former marriage names, etc). On the second page, please make sure to complete all parts completely and sign in 3 places. In the description of your volunteer position, please include that your position does or may involve being in contact with children and/or vulnerable persons. This specification is needed for them to do the Vulnerable Sector check. If you have no Criminal Record to declare (page 4 of form) please put a line through the entire page and sign your initials at the bottom. The completed forms, along with the signed request letter from MAC, and 2 pieces of Government issued Identification (1 must include a photo) can be brought in to Morden Police Department or emailed to: mordenps@mordenpolice.com

The application can also be done online through the Morden Police Service website:
<https://mps.mymorden.ca/criminal-record-checks>

Winkler Residents: Please complete the required forms for Winkler Police, making sure to use all names (maiden names, nicknames, former marriage names, etc). If you have no Criminal Record to declare please complete the form but put a line through the entire page and sign your initials at the bottom. The completed forms, along with the request letter from MAC, and 2 pieces of Government issued Identification (1 must include a photo) must be brought in to the Winkler Police Department **in person**.

Rural Residents: Checks are done through the Morden RCMP Detachment.

1. Come to the MAC office to receive a signed and dated letter from MAC stating that you are a volunteer here at the church. Without this letter, the cost is \$10.
2. You can complete the Criminal Record Check forms ahead of time, with the help of the detailed instructions that they have provided, or complete them right at the detachment. Either way, these are done **IN PERSON** and only on **WEDNESDAYS**. They will then look over your form to ensure it is completed correctly. Please be prepared to present two pieces of government issued Identification (1 must include a photo).

-
- There is no charge for your Criminal Record Check as long as you present the letter from MAC stating that this is being done for volunteering purposes.
 - Once you receive your verification notice, please bring the original or a photocopy to the church office.
 - A vulnerable sector check requires the submission of fingerprints whenever the gender and date of birth of an applicant match an existing pardoned sex offender record. These fingerprints are required for elimination purposes before a completed vulnerable sector criminal record check certificate can be issued.