



*Our Lady of the Assumption*  
CATHOLIC PARISH

HURON CHAPEL, 1804

The Basilian Fathers

Parish Est. 1767

Date: \_\_\_\_\_

To: Windsor Police Service

**RE: REQUEST FOR POLICE VULNERABLE SECTOR CHECK**

As the authorized representative of **Assumption Cares**, that is responsible for the well-being of one or more children or vulnerable persons, as defined in section 6.3(1) of the Criminal Records Act, I hereby request that the Windsor Police Service conduct a Police Vulnerable Sector Check, pursuant to section 6.3 of the Act, with respect to the following individual for the position of **Outreach Volunteer**.

*Volunteer*

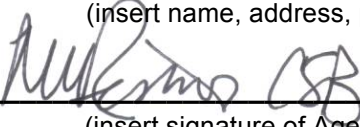
**Name:** \_\_\_\_\_  
(insert name of applicant)

**Address:** \_\_\_\_\_  
(insert address of applicant)

**Date of birth:** \_\_\_\_\_  
(insert date of birth of applicant)

**Name/Title:** Fr. Maurice Restivo CSB  
(insert name of representative from agency)

**Agency:** 350 Huron Church Rd. Windsor, ON. 519-253-2493 / 519-253-5373  
(insert name, address, phone number, fax number of agency)

**Signature:**   
(insert signature of Agency Representative)

**Date:** \_\_\_\_\_  
(insert current Date)

Please refer to the ***Police Record Check Agency Fact Sheet***, located on the Windsor Police Service website at: [www.police.windsor.on.ca](http://www.police.windsor.on.ca) for complete details, on the Record Check Process.

350 Huron Church Rd. \* Windsor, Ontario N9C 2J9

519-253-2493 \* (fax) 519-253-5373 \* (email) [assumption@cogeco.net](mailto:assumption@cogeco.net) \* (web) [www.assumptionparish.ca](http://www.assumptionparish.ca)



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HURON CHAPEL, 1804

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Parish Est. 1767

Date: \_\_\_\_\_

To: LaSalle Police Service

**RE: REQUEST FOR POLICE VULNERABLE SECTOR CHECK**

As the authorized representative of **Assumption Cares**, that is responsible for the well-being of one or more children or vulnerable persons, as defined in section 6.3(1) of the Criminal Records Act, I hereby request that the LaSalle Police Service conduct a Police Vulnerable Sector Check, pursuant to section 6.3 of the Act, with respect to the following individual for the position of **Outreach Volunteer**.

Volunteer

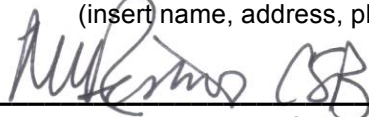
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**Address:** \_\_\_\_\_  
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(insert date of birth of applicant)

**Name/Title:** Fr. Maurice Restivo, CSB  
(insert name of representative from agency)

**Agency:** 350 Huron Church Rd. Windsor, ON. 519-253-2493 / 519-253-5373  
(insert name, address, phone number, fax number of agency)

**Signature:**   
(insert signature of Agency Representative)

**Date:** \_\_\_\_\_  
(insert current Date)

Please refer to <https://www.lasallepolice.ca/get-a-police-clearance/> for complete details, on the Record Check Process.

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## **HOW TO APPLY FOR A POLICE VULNERABLE SECTOR CHECK ONLINE**

If you are looking to apply for your Police Vulnerable Sector Check online, please click the website in your respective location, then follow the steps described below.

Windsor Website: <https://www.policereliefsolutions.ca/checks/services/windsor/index.php>

Lasalle Website: <https://www.policereliefsolutions.ca/checks/services/lasalle/index.php>

1. Once you are on the website, you must Register (*see top right corner on the page*).
2. Wait for the email with your Username/Password (*save that information somewhere safe*).
3. Go back to the website and Log In --- once you have logged in, you will see a blue bar on the right side of the screen, click "*New Application*"
4. On this page, scroll down to "*Police Vulnerable Sector Check (PVSC)*"
5. There you will check the "Volunteer" box.
6. Continue scrolling down, there will be three boxes you must fill out. Feel free to copy and past the answers we have provided. Complete this in full and make sure you receive a confirmation when you have completed it.
  - POSITION: General Volunteer
  - EMPLOYER: Assumption Cares - Our Lady of Assumption Catholic Parish
  - VULNERABLE CLIENTELE DUTIES: Working with all ages to serve the needs of the community, which may include children, elderly, and vulnerable populations.
7. It will cost you up front, but please bring in your receipt to the Outreach Coordinator for a *reimbursement* .
8. The process of receiving your Police Check is around two weeks. If you are finding that you've waited longer than two-weeks, you can Log In anytime to check on the status of your application.
9. Once you have received your sealed envelope - do not open it - bring it to the Outreach Coordinator of Assumption Cares ASAP.

**LaSalle Contact:** Rachelle Wengrzynski - 519-969-5210 ext. 2062 (secretary)

[rwengrzynski@police.lasalle.on.ca](mailto:rwengrzynski@police.lasalle.on.ca)

- Email in the request letter