



Request a Background Check (Records Check)

We are experiencing a high volume of requests. Please note that it may take 8-10 weeks to complete your request. We apologize for any inconvenience and thank you for your patience. [Find out more.](#)

We are currently processing police records checks received during the week of September 24, 2014.

Note

If you are requesting a police records check or a criminal records check, you **MUST apply in person by attending any of the major police stations. Someone else cannot apply for you on your behalf.*

Express Records Checks are only available at our **2670 Queensview Dr. location.*

Quick Links

- [Locations and hours of operation](#)
- [Forms](#)
- [Frequently Asked Questions](#)

Police Records Check

Volunteer (with letter)	FREE
Employment	\$15
Non-Resident	\$53
Express (while you wait) Add	\$38

Criminal Records Check

Employment	\$46
Non-Resident	\$84

For Other Purposes:

Adoption Application	\$61
Pardon Application	\$57
Copies of Police Reports	\$51
Collision Reports (MVC)	\$181

Fingerprinting for:	\$45
- Vulnerable Sector	
- Adoption Application	

*Prices effective September 2014

Definitions:

Police Records Check

[Download a Police Records Check form](#) This service is restricted to applicants seeking employment and/or volunteer work with **vulnerable*** individuals. This includes national and local police databases. The possible existence of criminal convictions and outstanding charges, as well as incidents of all notable police contacts for at least the previous five years will be considered for release. Information is collected and disclosed according to section 29(1) and 32 of the Municipal Freedom of Information and Protection of Privacy Act and the Police Services Act, RSO 1990, c.P.15

Criminal Records Check

This service is intended for applicants who are involved as a volunteer, employee or in any situation where a basic criminal background check is requested (i.e. retail, warehouse or immigration). This search is not intended for applicants who are seeking volunteer and/or employment with **vulnerable*** persons. This search includes national databases only. The possible existence of criminal convictions and outstanding charges will be considered for release. Information is collected and disclosed according to section 29(1) and 32 of the

Municipal Freedom of Information and Protection of Privacy Act and the Police Services act, RSO 1990, c.P.15

- [Download a Criminal Records Check form](#)

***Who are vulnerable persons?**

Vulnerable persons or individuals refers to a class of persons who, because of their age, a disability or other circumstances, whether temporary or permanent are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them (e.g. children, disabled or elderly)

If the person requesting the Records Check is under the age of 16 years and does not have sufficient identification a parent or legal guardian (with proper identification) can guarantee the young person's identity.

I still have questions. Who can I contact?

[Visit our Frequently Asked Questions page](#) or to check the status of your request, please contact 613-236-1222 , ext. 5485. You may also reach the Background Clearance Supervisor by email at RecordsCheck@ottawapolice.ca or by mail at:

Records Check Section Ottawa Police Service
P.O. Box 9634, Station T,
Ottawa, Ontario,
K1G 6H5

***PDFs: We thank you for your patience as we are currently working towards making our website accessible in accordance with WCAG. Upon request, an accessible version of these documents can be made available.*

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Ottawa Police Service P.O. Box 9634 Station T, Ottawa, Ontario, K1G 6H5, T: 613-236-1222, TTY: 613-232-1123