



Attention:

All applying volunteers **above the age of 18** must be able to provide a criminal record check before beginning volunteer work at The Cross-Cultural Community Services Association (TCCSA)

To obtain a criminal record check please follow the steps below:

- 1) Obtain a Criminal Record Search Authorization Form from either:
 - The Toronto Police website at <http://www.torontopolice.on.ca/recordsmanagement/clearance.php>
 - Or ask our one of our staffs at the reception desk for a copy of the form
- 2) Bring your form along with two pieces of identification (one piece of I.D. Must have photo and/ or the full name and date of birth), to the Toronto Police Headquarter at 40 College St between 8 am and 7 pm Monday to Friday.

Please remember that Criminal Record Checks take between 3-6 weeks to process. Please contact the Toronto Police Headquarters for more information on the wait time

All applying volunteers **under the age of 18 and are enrolled in school** are required to provide a letter of reference.

TCCSA – Youth and Volunteer Department

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