

## Harmony United Church

### Criminal Record Check Procedure

Version May, 2026

Harmony United Council requires all ministry personnel, staff and volunteers in high-risk roles to present a criminal record check. The Criminal Record Check Policy outlines the purpose, requirements and procedures for completing the check.

This is the procedure:

- Criminal Record Checks can be completed online at this link.

<https://www.policerelutions.ca/checks/services/regina/index.php>

This is the easiest and fastest way to obtain the document. The instructions are straightforward and clear.

- If you prefer to attend the Regina Police Service in-person, you must prebook an appointment online. You will be requested to bring identification documents and direct you to the appropriate desk.

<https://www.reginapolice.ca/resources/criminal-record-check/>

- You will be required to provide a basic fee of \$45 for the completion of the Criminal Record Check whether online or in-person. Additional fees may be requested for use of the online system and additional checks, such as Vulnerable Sector.
- All costs will be reimbursed by Harmony United. Please present an invoice to the Church Office at your convenience.
- Once you have proof of the Criminal Record Check, please contact the Chair of the Ministry and Personnel Committee to verify the information. The documentation will be reviewed and returned to you. No copies of your information will be retained by Harmony United Church or any Committee member.

Thank you for your participation in our community. If you have any questions, please contact the Church Office at 306-586-3613, and your call will be directed to the Ministry and Personnel Committee.