



MEMORANDUM

To: ALL NEW EMPLOYEES
From: Melanie Mousseau, Human Resources Officer

For the protection of our students and staff, the Interlake School Division requires all persons employed by the Division to obtain the following checks:

1. **Criminal Record Check /Vulnerable Sector Check and Consent for Criminal Record Check for a Sexual Offence:**

If you live in the town of Stonewall, you must go to the town office and pay a service charge of \$20.00, then proceed to the local RCMP branch with your \$20.00 service charge receipt **and a \$10.00 certified cheque or money order made payable to the Receiver General of Canada.**

If you live outside of Stonewall, proceed directly to your local RCMP branch with a **\$10.00 certified cheque or money order made payable to the Receiver General of Canada.** Other fees may apply.

For more details, please refer to:

<http://www.rcmp-grc.gc.ca/en/criminal-record-and-vulnerable-sector-checks>

If you live in the City of Winnipeg, the Winnipeg Police Service performs the checks electronically at:

<http://policeinformationcheck.winnipeg.ca/>

The current Winnipeg Police Service online cost is \$49.00 and in person fee is \$44.00

2. **Child Abuse Registry Check:**

- i. Apply online – Self Check at:
http://www.gov.mb.ca/fs/childfam/child_abuse_registry.html
- ii. Another option is to fill out the ISD 3 part application (see attached)
Please Provide:
 - Fill in Section B and attach a photocopy of the two pieces of identification
 - Provide \$20.00 fee payable to Minister of Finance
 - Date and Signature required as Consent to Child Abuse Registry

Note: Staff must return verified originals to Board office within 15 days of employment with ISD

On behalf of the Division, I thank you for your cooperation. Should you have any questions or require assistance with these forms, please contact Melanie Mousseau at 204-467-5100.