



Region of Waterloo

Human Resources and Citizen Service

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## Police Records Check Information for Employment Applicants

A satisfactory PRC must be received by the Region of Waterloo before a job offer can be made.

**For the position you have applied for, you will be required to obtain the following PRC:**

- [Vulnerable Sector Check](#) (Includes Criminal Record Check & Criminal and Judicial Matters Check Information)

**Title of the Position:** Paramedic

**Contact Name at Organization and Telephone Number:** Sue Palmer, Region of Waterloo, 519-883-2266

Signature: *Sue Palmer* \_

### Where to Obtain Your PRC if you live in Waterloo Region:

**Police Vulnerable Sector Check (PVSC)** can be obtained at the Police Reporting Centre at 150 Maple Grove Road in Cambridge.

**Living Outside of Waterloo Region:** You must contact your local police department. If you require a letter please contact Sue Palmer directly. [Spalmer@regionofwaterloo.ca](mailto:Spalmer@regionofwaterloo.ca)

**Fingerprinting:** In addition, the PRC may result in a further requirement to have fingerprints taken by the police department and submitted to the RCMP. In this case, you will receive a phone call from the police department to make an appointment.

**Identification Required:** Applicants must produce two pieces of identification that confirms their name, date of birth and address. Acceptable identification could include a Driver's License and another piece of identification such as a Birth Certificate, Passport, Citizenship card or papers, and/or Social Insurance Card. If a person cannot produce acceptable ID, they will be required to be fingerprinted in order to confirm identity.

### The Following Conditions Apply to the Police Records Check:

- It must be the original document (if you would additional copies, please request them directly when applying for your Police Records Check).
- The cost of the Police Records Check is incurred by the applicant, regardless of whether or not they are successful to the position/placement to which they have applied.

Please return your completed PRC to the attention of Sue Palmer at 150 Frederick Street, Kitchener, Main reception. Place it in a sealed envelope with your name on it and indicate that a Police Records Check is enclosed.