

CRIMINAL RECORD SEARCH CERTIFICATE

To make a request for the Winnipeg Police Service to perform a Criminal Record Check for Employment purposes, you have two options:

Apply Online: <http://winnipeg.ca/police/pr/pic.stm#pic>

Note - there are some restrictions:

Anyone who is under 18, has not been residing in the country for a year, has no credit, or lives outside Winnipeg will not be able to apply online.

Apply in Person: Winnipeg Police Headquarters
245 Smith Street (main entrance off Graham Avenue)
NOTE: please bring two pieces of identification (see list below)

Hours of Operation: Monday to Friday, 8:00 am-3:30 pm

If you are not a resident of Winnipeg, you must apply at your local RCMP detachment.

When applying for your Criminal Record Search certificate, please advise you are working for a School Division, therefore require a Vulnerable Sector Search.

A Criminal Record Search Certificate without the Vulnerable Sector screening will not be accepted

CHILD ABUSE REGISTRY CHECK

To make a request for a Child Abuse Registry for Employment purposes, you have two options:

Apply Online: <https://web22.gov.mb.ca/AbuseRegistry>

Apply in person: 1st floor - 777 Portage Avenue
Winnipeg MB R3G 0N3
NOTE: please bring two pieces of identification (see list below)

Office Hours: Monday-Friday 8:30 am to 4:30 pm.

MANDATORY IDENTIFICATION REQUIREMENTS:

Applicants must provide two valid pieces of government-issued identification (ID), one of which must include the applicant's name, date of birth, signature, photo and an expiry date.

Primary identification must include a photo and be one of the following:

- Driver's Licence
- Manitoba Public Insurance Identification Card
- Passport
- Permanent Residence Card
- Aboriginal Status Card

Secondary identification can be one of the following:

- Provincial Healthcare Card
- Birth Certificate
- Immigration Papers
- Citizenship Card
- Social Insurance Card (SIN Confirmation Letter)
- Firearms License
- National Defense Card
- Nexus Card
- Fast Card from Canada Border Service Agency*
- Other Photo ID*

**accepted by Child Abuse Registry Office as Primary Identification*