

How to Guide

Halifax Regional Police Online Record Checks (via Triton)

You may apply either **online** or **in person** at Halifax Regional Police Headquarters.
The following How to Guide can be used to assist you with the online process.

- Halifax Regional Police will only process Criminal Record Checks for residents of Halifax Regional Municipality (HRM). If you are a non-resident of HRM, you must apply to the police service responsible for policing your jurisdiction.
- ***All Host Family Volunteers must complete a Criminal Record Check (CRC) including a Vulnerable Sector Check (VSC). Whether completing your check online or in-person, you will require a letter from the HRCE/NSISP office.***
- *By providing the letter with your application, the fee is reduced to \$30.00 which can be paid by credit card via your online application. Please forward your receipt to your Homestay Coordinator. Once your completed results are received, the fee will be reimbursed via your stipend. HRCE/NSISP will reimburse one \$30 fee per individual.*
- If **fingerprints** are required, you will receive instructions to complete the process at Police Headquarters.
- If you are required to **verify your identification with HRPD**, you must attend **within 15 days** of the email being sent. If you fail to do so, your Record Check application will be cancelled, fees will not be reimbursed, and you will have to re-apply.
- Criminal record checks are usually processed in **14 days** depending on service delivery volumes.
- Once your results are ready, they are only accessible for **30 days**.
- HRCE/NSISP will accept an electronic copy of your results. Please forward the email with results to your Homestay Coordinator to complete your hosting file.
- If you have concerns with your online application, please contact **Triton Customer Service directly at 1-844-874-8667**

Please visit to complete your CRC/VSC check:

<https://secure.tritoncanada.ca/v/public/landing/HalifaxPoliceService/home>

Below are a series of screenshots to help walk you through the online process

Step 1: Submit Request

Welcome to Halifax Regional Police Online Record Checks!

**Halifax Regional Police can only process Criminal Record Checks for residents of Halifax Regional Municipality (HRM).
If you are a non-resident of HRM, you must apply to the police service responsible for policing your jurisdiction.**

There are three types of record checks available through Halifax Regional Police: Criminal Record Check (CRC), Criminal Record and Judicial Matters Check (CRJMC), and Vulnerable Sector Check (VSC).

NOTE: Applicants must currently reside in HRM. Having an HRM postal code alone does not guarantee eligibility.

Application Options:

You may apply either **online** or **in person** at Halifax Regional Police Headquarters.

Vulnerable Sector Check (VSC): A letter from your organization is required stating the position involves trust or authority with vulnerable persons.

NOTE: If fingerprints are required, you will be contacted with instructions to complete the process at Police Headquarters.

If you receive an email that you are required to attend the Halifax Police station to verify your identification, you must attend **within 15 days** of the email being sent. If you fail to do so, your Record Check application will be cancelled, fees will **NOT** be reimbursed, and you will have to re-apply.

If you have concerns with your application please contact **Triton Customer Service** directly at 1-844-874-8667

Is this a check for UBER?

- ☐ Yes
☒ No

Do you live in the Halifax Region Municipality?

- ☒ Yes
☐ No

Are you over the age of 18?

- ☒ Yes
☐ No

Will you hold a position of trust or authority over and be responsible for a vulnerable persons well being? Please check all that apply:

- ☒ Children
☐ Elderly
☐ Disabled
☐ None of the above

What is the purpose of this check?

- ☐ Employment
- ☒ Volunteer
- ☐ Student Placement / Internship
- ☐ Immigration / Visa / Permanent Residency
- ☐ Adoption / Foster Care / Daycare / Kinship
- ☐ Legal Name Change
- ☐ Court / Legal Matter
- ☐ Landlord / Housing
- ☐ Other

Step 2: Select Police Vulnerable Sector Check (PVS)

Service Options

Please scroll to see matching services

Police Vulnerable Sector Check (PVS)

This check is restricted to applicants seeking employment and/or volunteering in a position of authority or trust relative to vulnerable persons in Canada only. It is a collection of offence information, including convictions, outstanding warrants, charges and judicial orders available from a local police agency's records management system and other systems/records where authorized. This check will include sexual offence convictions for which the individual has received a record suspension (pardon) where authorized by the Minister of Public Safety and Emergency Preparedness. Non-conviction information shall be released only when it meets the Exceptional Disclosure Assessment.

VOLUNTEER

Start Check →

\$26.32 + TAX (\$30.00)

[SHOW ALL SERVICES](#)

Child Abuse Registry – Police Vulnerable Sector Check (CAR - PVS)

This check is designed for applicants seeking employment positions of trust or authority involving vulnerable persons in Canada. **This specific check is required only for UBER candidates.** In addition to a police vulnerable sector screening, this check includes a review against the **Child Abuse Registry** (where applicable) to help identify individuals who may be prohibited from working with children or vulnerable groups. It is a collection of offence information, including convictions, outstanding warrants, charges, and judicial orders available from a local police agency's records management system and other authorized systems/records. This check will also include sexual offence convictions for which the individual has received a record suspension (pardon) as authorized by the Minister of Public Safety and Emergency Preparedness. Non-conviction information shall be released only when it meets the **Exceptional Disclosure Assessment**.

For more information on criminal background checks, please visit:
<http://www/rcmp-grc.gc.ca/en/types-criminal-background-checks>

No matching services were found.

[SHOW ALL SERVICES](#)

Police Criminal Record Check (PCRC)

A collection of offence information, including convictions, outstanding warrants, charges and judicial orders available from a local police agency's records management system and other systems/records where authorized. This check is intended for applicants who are seeking volunteer and/or employment with agencies who require a criminal record check. The agency has determined that a search of pardoned sex offenders database is NOT required (i.e., border crossing or visa) therefore this check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons.

No matching services were found.

[SHOW ALL SERVICES](#)

Service Options

Please scroll to see matching services

Police Vulnerable Sector Check (PVS)

This check is restricted to applicants seeking employment and/or volunteering in a position of authority or trust relative to vulnerable persons in Canada only. It is a collection of offence information, including convictions, court orders, and other systems/records where authorized, where authorized by the Minister of Public Safety.

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VOLUNTEER

Start Check →

\$26.32 + TAX (\$30.00)

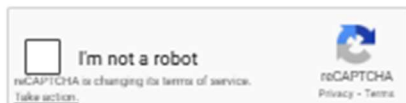
SHOW ALL SERVICES

Confirm Jurisdiction

Do you currently reside in the jurisdiction of Halifax, NS?

NoYes

Please confirm you are human



Step 3: Complete your personal information

Personal Information

● ○ ○ ○ ○ ○ ○ ○

First Name

Please enter your first name (given name) only. This should match your government issued ID. Do not enter nicknames or initials in this section. If you do not have a first name enter a period ".".

Please enter your first name

Middle Name(s)

Last Name

Please enter your last name. This can also be referred to as Family Name or Surname. Enter your legal last name only, as it appears on your government issued ID.

Please enter your last name

Email

Please enter a valid email address

Confirm Email

Please confirm your email addresses match

☐ I agree that my results will be emailed to me at the email address I entered. I also understand that my personal information and confidential results will be exposed to this email address.

Place of Birth

City

Country

Other First Names

Also include any alias names used, such as nicknames, short forms and "aka's" if applicable.

Maiden Name(s) or Alias (Other Names)

Maiden Name is the last name/surname a married individual used from birth, prior to it being legally changed at marriage. If you have a maiden name, please enter it in this section. If you do not have a maiden name, please do not fill in this field.

Preferred Name

Preferred name is the current name/surname an individual uses to be addressed and may differ from birth name and/or current legal name. If you have a maiden name, please enter above (specified) section, please do not fill this field.

Telephone

choose

▼

Please enter your phone number

Date of Birth

Gender (Optional)

- ☐ Male
☐ Female
☐ Non-Binary

☐ I agree to the [terms of use](#) of this website.

Step 4: Enter your Address History

5 Year Address History

● ○ ○ ○ ○ ○

You are required to provide a full 5 year residential history. Please ensure there are no gaps.

+ADD CURRENT ADDRESS

PREVIOUS

NEXT

5 Year Address History

You are required to provide a full 5 year residential history

PREVIOUS

NEXT

Add / Update Address

Country

Canada

⌵

Street Number

Please enter your street number

Street Name

Please enter your street name

Apt/Unit

City

Please enter your city

Province

⌵

Please select your province

Postal Code

Please enter a valid postal code in the format N1N1N1

Date Moved In

YYYY-MM-DD

📅

CANCEL

SAVE

Step 5: Declaration

Police Vulnerable Sector Check



Have you ever been convicted of a criminal offense for which a pardon has not been granted?

- ☐ Yes
☐ No

This form must be completed in order to receive a name based Criminal Record, which includes the Adult Criminal Convictions and associated information from the R.C.M.P. National Repository of Criminal Records. Failure to complete this form accurately, will result in an incomplete record check, and require submission of fingerprints to the R.C.M.P. National Repository of Criminal Records.

DECLARATION OF CRIMINAL RECORD

- A Declaration of Criminal Record does not constitute a Certified Criminal Record by R.C.M.P.
- A Declaration of Criminal Record may not contain all criminal record convictions.
- A Certified Criminal Record can only be issued by C.C.R.T.I.S. based on the submission of fingerprints to the R.C.M.P. National Repository of Criminal Records.

Declaration MUST include:

- a) **All** convictions for offences under Federal Law.

DO NOT DECLARE

- a) A conviction for which you received a Record Suspension (Pardon) in accordance with the Criminal Records Act.
b) A conviction when you were a "young person" under the Youth Criminal Justice Act.
c) An Absolute or Conditional Discharge, pursuant to section 730 of the Criminal Code.
d) An offence for which you were not convicted. (for example: the charges were withdrawn, dismissed, etc.)
e) Any Provincial or Municipal offences.
f) Any charges dealt with outside of Canada.

Step 6: Complete the section with answers as indicated

Position Title

Please enter the position as shown on your letter or agreement. (ie: Security Guard, Teacher, Health Care Aide, Driver, Nurse, Physician, Sponsorship; if you are a student, please enter your program)

Host Parent

Vulnerable Persons you will be responsible for the well-being of (if applicable)

International students age 12-19

Organization

Please enter the organization as shown on your letter or agreement (ie: Alberta Health Services, Uber, Covenant Health, Norquest College, Solicitor General)

Halifax Regional Centre For Education

Description of employment/volunteer position

Volunteer

Responsibilities

Please describe the work you will be doing. (ie: Security, Teaching, Medical Care, Patient Care, Driving)

Hosting International Students in my home

PREVIOUS

NEXT

Step 7: Upload your CRC Request Letter provided by HRCE/NSISP

Document Upload for your Police Vulnerable Sector Check



Are you applying for the VULNERABLE SECTOR CHECK?

The volunteer letter **MUST** be uploaded in a **PDF or JPEG** format.

Letters missing information may be declined and the application will be cancelled.

The letter must have the following information on it:

1. Be on Agency/Organization letterhead
2. Dated
3. Has applicant's legal name
4. Indicates the position is a volunteer position
5. Details about the role
6. Signed by an authorized agency personnel

Yes

No

The following must be provided at the time of the application: **If you do not have the letter do not apply.**

Your application will NOT be processed if you do not provide the appropriate letter as stated above.

No correspondence will be sent with respect to this

No refunds will be issued

Choose file

Browse



+ADD ANOTHER

PREVIOUS

NEXT

Step 8: Review your personal information

Review	
Please review the following information for accuracy	
Full Name:	
Date of Birth:	
Email:	
Telephone:	
Place of Birth:	
Gender:	
Addresses:	
Criminal Offences:	
Position Title	
Organization	
Description of employment/volunteer position	
Responsibilities	
Uploaded File	

Please review these details carefully. When you click the Next button, online identity verification will begin and you will not be able to return to change your answers.

PREVIOUS

NEXT

Step 9: Authorization and Consent

Authorization and Consent

Please read the following terms and conditions. You may proceed after accepting all terms and conditions.

Police Vulnerable Sector Check

☐ I have read and accept these terms and conditions.

Required field

The Police Vulnerable Sector Check will include the following information as it exists on the date of the search:

- Criminal convictions from CPIC and/or local databases and Summary convictions from this police service's local database.
- Findings of guilt under the Youth Criminal Justice Act within the applicable disclosure period.
- Outstanding entries such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders. As per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency.
- Absolute and Conditional Discharges, within the applicable disclosure period.
- In very exceptional cases, where it meets the Exceptional Disclosure Assessment, non-conviction dispositions including but not limited to, Withdrawn and Dismissed.
- Not Criminally Responsible by Reason of Mental Disorder.
- All record suspensions as authorized for release by the Minister of Public Safety.

1. I hereby release and discharge the I/lalifax Police Service and all members and employees of the said Service from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the Police Service. I hereby authorize the I/lalifax Police Service to inquire into and disclose the results of any police records indicating criminal convictions, conditional and absolute discharges, outstanding criminal charges to me and to conduct a local police contact search with any Police Service in Canada.

2. I certify that the information provided by me in this application is true and correct to the best of my knowledge and belief. I have read this consent, understand it and agree to it in its entirety.

I hereby consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of and been granted a record suspension for any of the sexual offences that are listed in the schedule to the Criminal Records Act.

I understand that as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a pardon was granted or issued, I will be requested to provide fingerprints to confirm that record and that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the information, that information will be disclosed to that person or organization.

We require a signature to confirm that you accept all terms and conditions.

Place your cursor in the bar shown above, click and drag to create your signature. If you are using a smart phone or tablet, simply use your finger to draw your signature. When done, you will be able to proceed.

CLEAR SIGNATURE

NEXT

Step 10: Payment

Payment

Description	Qty	Rate	Amount
Police Vulnerable Sector Check	1	\$26.32	\$26.32
		Subtotal	\$26.32
		TAX	\$1.68
		Total	\$28.00

Choose a way to pay

 Card

 PayPal

SUBMIT

Step 11: Personal Identification Questions- *Please note that if you answer any questions incorrectly, you may be asked to proceed to an additional step to verify your identity.*

Online Forms



You will now be asked a series of multiple-choice questions generated from your personal Canadian credit file. This technology is known as Electronic Identity Verification.

These questions pertain to the information on your credit file. When going through the process, ensure you answer the questions as they pertain to you. Some of these questions may include (but will not be limited to) the following:

- "What are the last 4 digits of your Social Insurance Number?"
- "In 2013, you lived on which of the following streets?"
- "How old are you today?"
- "You have a credit card ending in ####, please identify the financial institution with which this card is associated."

PLEASE NOTE

This is not a credit check and does not impact your credit score. It is simply used to verify your identity online.

NEXT

Step 12: Confirmation and Receipt- *Please print and save your receipt. HRCE/NSISP will need a copy to reimburse you the \$30. Reimbursement is provided when completed check is received*

Online Forms

Your request has been submitted.

Here is your confirmation number: [REDACTED]

How did we do? If you could take a moment to leave us a review, we'd greatly appreciate it.

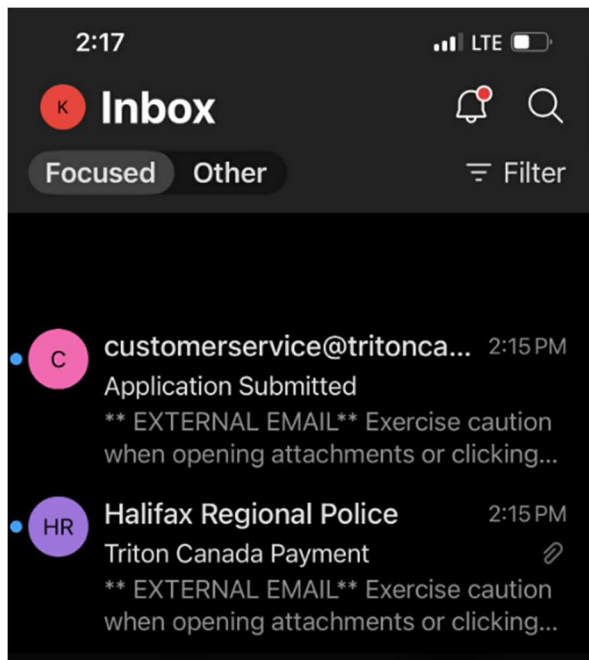
5 ★★★★★	4 ★★★★★	3 ★★★★★	2 ★★★★★	1 ★★★★★
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A receipt has been emailed to the address on file.

Print off Receipt here:



Step 13: Receive email with receipt and confirmation number – Below are examples of the emails you should receive: Halifax Regional Police will send your receipt and customerservice@tritoncanada.ca will email confirming your application



Step 14: Receive email with results.

Please note that you may receive further instructions via email to complete fingerprinting or identity verification. This step must be completed within the timeline provided by HRPD otherwise your application will be cancelled and fees not reimbursed.