



Type/Level of Check

See [SMBA Procedure VII.I Volunteer Screening and Safe Sport](#) for details on which level you require.

Alternatively, when choosing your role through an Application Form will also provide the correct level for the role.*

If you require a new **Vulnerable Sector Record Check (VSC), or an **OPP record check**, you will need to submit an **Application Form** to receive your Agency Letter required to proceed with the check.*

Coach Application Form: [Click Here](#)

How to Apply

There are online and in-person methods to apply. See details below to visit the methods available for your residential area. Where a location accepts in-person appointment, this method also waives the administrative and processing fee.

Region

As SMBA is affiliated with the entire Algoma Region, there are multiple Police Services Departments that may be applicable to our membership.

Sault Ste Marie & Prince Township	https://www.policelutions.ca/checks/services/saultstearie
All outer areas up to Spanish (East) or White River (West)	https://www.opp.ca/index.php?id=147
Please use the interactive map to verify that you reside within the OPP dispatch area to use the OPP form. *DO NOT USE OPP WEBSITE IF YOU RESIDE IN SSM OR PRINCE – it will be rejected and delay your request*	

Requirements

The following information will be required when you apply for a police record check. You will need:

- a letter from your Canadian agency/organization identifying the type(s) of checks you require
- to be prepared to answer financial questions in order to [verify your identification](#)
- Two pieces of Government-Issued identification (1 must have your photo)

Agency Letter

SMBA will provide each applicant with a personalized Agency Letter that meets the criteria as follows:

1. Must be on Agency/Organization letterhead
2. Must be dated
3. Have applicants legal name(s)
4. Show if the position is for employment or volunteer purposes
5. Show details regarding the role you will be conducting
6. How the position relates to working with vulnerable people
7. Must be signed by the authorized agency personnel



Costs

SSM Police

- **Police Criminal Records Check (Level 2):** \$9.95+tax online | Free if appointment made in person
- **Police Vulnerable Sector Check (Level 3):** \$30.00+tax online (not available in person)

OPP

- Volunteer checks: Free (all online)

Other Regions

If you do not have permanent residency within the Algoma Region, you must apply for your record check within your residential region.

Reimbursement

SMBA is proud to be a registered Non-Profit Entity, which affords most of our members to obtain a background check within the parameters of Volunteering at no charge to them.

In the event that your role requires a VSC, or you apply via an online service which charges an administrative fee, you may submit your receipt, along with your record, to be reviewed for reimbursement.

Note for Select & Rep A Teams: SMBA is responsible for all Background check costs, fees and expenses. These are included in the Registration Fee and not invoiced to the team.

See: [Fees and Reimbursements Policy](#) for details