

What you need to do to successfully create an Online Police Check Application:

HOW WE IDENTIFY YOUR IDENTITY ONLINE: The OPS uses 'Equifax' to confirm your identity. For your convenience, you need to have your online identity confirmed once per year. You will be asked some personal questions related to your credit history that are known only by you. Your personal credit information is not revealed to or stored by OPS. If you fail the EIV check, you will be permitted to complete your request. However you will be required to appear in person at our Queensview Drive location within 30 days. You will need to show two pieces of photo ID along with your police check online request number given to you when you complete your online application. If you do not have a credit history, you will be required to have your identity confirmed with two pieces of ID in person each time you submit an application.

YOU WILL BE ASKED TO AUTHENTICATE YOUR SELF EACH TIME YOU LOG IN: For your added security, your login is a two-step process. Every time you login, you will have a one-time use only code sent to your email for you to copy and paste into your login page.

IF YOU ARE UNDER 18 YEARS OLD YOU MUST APPEAR IN PERSON: The online Police Background Check website cannot verify the identity of individuals under 18 at this time. You must complete and submit your application in-person until further notice. You will be required to confirm your identity in person at the OPS Queensview location with two pieces of photo ID. In the near future, applicants under 18 years old will be able to complete an application online. However, when this service becomes available, under 18 applicants will still be required to appear in person to have their identity validated.

YOU MUST BE PRECISE: It is important that you read the instructions carefully and accurately enter your personal information. Incorrectly entering of your personal information, such as your date of birth or your name may result in the rejection of your application.

YOU NEED TO BE ABLE TO UPLOAD ATTACHMENTS: A volunteer agency must provide you with a letter requesting that you undergo a police check. When a letter is required by OPS, you will need a scanner to scan a clear image of your letter. In some cases, sponsoring organizations will provide you with a signed .pdf file that you can attach to your online application.

EACH APPLICATION YOU CREATE 'STANDS ON ITS OWN': To protect your personal information, you will be required to re-enter your personal information for each application you make. Your personal information will not be maintained or saved to this public web site.

YOU MUST COMPLETE YOUR APPLICATION IN ONE SITTING: Your online application should only take you a few minutes to complete. However, for security purposes, you must fill out the application form in one session. If you leave the application unfinished, you will be required to restart and re-enter your information from the beginning.

[Click here](#) to be directed to the Ottawa Police website for information regarding Vulnerable Sector Check and to apply online.