

The following chart will lay out the procedure that is in place at each Detachment area in this Presbytery in regards to the screening in faith of volunteers who work with vulnerable persons.

**HOST DETACHMENT**

**SATELLITE DETACHMENTS**

**Marathon**

Process:

Produce 2 pieces of ID – one of which has a picture

Fill out the application – pick up at detachment(s)

No charge

Kept on file for 1 year

Time to process application 7 – 10 days

---

**Nipigon**

**Terrace Bay**

**Schreiber**

**Red Rock**

Process:

Produce 2 pieces of ID – one of which has a picture

Fill out the application – Pick up at detachment(s)

No charge

Kept on file for one year

Time to process application up to a week

---

**Thunder Bay**

**Kakabeka Falls**

**Upsala**

Process:

Produce 2 pieces of ID – preferably Drivers Licence and Birth Certificate

Fill out the application – pick up at detachment(s)

No charge

Kept on file for one year

Time to process application local person 7 – 10 days

Out of town check – approx 14 days

---

**HOST DETACHMENT**

**SATELLITE DETACHMENT(S)**

**Thunder Bay Police Service**

Process:

Produce Drivers Licence or Birth Certificate or Passport

Fill out the application – pick up at Balmoral Street Headquarters

Produce a letter from the Organization stating the position is voluntary

For volunteers fee is reduced to \$15.00

Time to process application 8-10 weeks

Application is good for 6 months and kept on file for 1 year

---

**Dryden**

**Ignace  
Vermilion Bay**

Process:

Produce 2 pieces of ID – one of which is a picture

Fill out the application – pick up at detachment(s)

No charge

Time to process application 2-5 days

Kept on file for 2 years

---

**Dryden Police Service**

Process:

Produce 1 piece of Photo ID

Fill out the application – pick up at main office

No Charge

Time to process application 1 day

Do not do out of town address checks

Do not keep applications on file

---

**HOST DETACHMENT**

**SATELLITE DETACHMENT(S)**

**Kenora**

**Keewatin  
Sioux Narrows**

Process:

Produce 2 pieces of ID – one of which has a photo

Fill out the application – pick up at detachment(s)

No charge

Time to process application local person 2 weeks

Out of Town person 2 weeks plus

Kept on file for 2 years plus current

---

**Kenora Police Service**

Process:

Produce Government Photo ID plus Birth Certificate

Fill out the application – pick up at main office

No charge

Letter from agency authorizing release of information to the agency

Application results go to the agency named in application

Time to process application 1-2 days

Kept on file for 2 years plus current

---

**Sioux Lookout**

Process:

Produce 2 pieces of ID – one of which has a photo

Fill out the application – pick up at detachment

No charge

Letter from organization stating the position is voluntary

Time to process application 3 weeks (no out of town address checks)

---

**HOST DETACHMENT**

**SATELLITE DETACHMENT(S)**

**Red Lake**

**Ear Falls  
Balmerton  
Cochenour**

**Process:**

Produce 1 piece of photo ID

Fill out the application – pick up at detachment(s)

No charge

Agency fills out the 3<sup>rd</sup> page of application authorizing the release to them of Sex Offender information

Must pick up the application in person

Time to process the application 1 week

Good for 6 months

Kept on file - 1 year plus current

---

**Fort Frances**

**Nestor Falls  
Rainy River  
Stratton  
Emo  
Devlin  
Atikokan**

**Process:**

Produce 2 pieces of ID – one of which has a photo

Fill out the application – pick up at detachment(s)

No charge

Letter from agency stating the position is voluntary

Time to process application 1-3 days

Kept on file for 2 years plus current

---