

Security and Background Checks



All children and youth ministry volunteer applicants must submit their completed Security Check to West Highland as part of their application to become an approved volunteer. All approved volunteers should update their Security Check every two years. Security Checks may be secured by applying through the city police or by completing an online application through Backcheck.

Backcheck Online Individual Criminal Record Check:

To log in to our West Highland myBackcheck Welcome Page, open your browser and type in the following web link: <http://backcheck.net/westhighland/>. Select “Start my check!” option. You will be routed to the myBackCheck Registration page. Select “Headquarters” from a drop down list and then hit “Register Here.” Once you have registered you will be provided with instructions on how to complete your criminal background check. As part of the application process, you will be asked security questions based on your financial credit history (Equifax). Cost is **\$26.52 plus applicable taxes** and is paid by personal credit card. Your report will be ready 24-48 hours after application.

Once your check is complete you will be able to log in to myBackcheck anytime in the future to print your own copy. Also, a notification is sent to your West Highland Director indicating your security check results are ready to be viewed and printed.

myBackCheck.com
Order, Share, Manage & Renew your background check

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Online Criminal Record Checks
Next Day Results from Canadian Police

Order and Verify your ID online from home or at Canada Post!

For Individuals
Share your results where you work or volunteer... > [Read more](#)
Start your background check now!

For Organizations
End-to-end background checking solutions... > [Read more](#)
Start your screening program now!

Already have an account? Log in here. Trouble logging in?
User Name Password Log In

Already have an account? Log in here.
User Name Password Log In

Police In-Person Information Check:

Prior to visiting the Records Business Center, ask your Director for a formal letter from West Highland indicating you are applying for a Police Information Check as a volunteer for our church.

Attend the Records Business Centre at **155 King William Street** in Hamilton Monday to Friday 8:30 am—6:00 pm (Closed Saturday, Sunday, and Holidays).

Fill out the Police Information Check form, show acceptable identification (see list below), pay the **\$15 fee** and submit the formal West Highland letter given to you. It will take a minimum of 4-6 weeks for your security check to be ready.

NOTE: If acceptable identification verifying your identity, along with proof of volunteer or student status, is provided, the completed search results may be mailed back to you; or if requested, you can pick up your search results at the Records Business Centre at a later date. Once you have your Police Information Check in your possession, you need to give it to your Director for filing in our church records.



Acceptable Identification

An applicant must have two pieces of identification, **one of which must be government-issued** and include applicant's name, date of birth, signature and photo of the applicant.

Photo Identification Standards (Government Issued)

- Driver's License (issued by Canadian province or territory)
- Foreign Driver's License
- Canadian / Foreign Passport
- Canadian Citizenship Card
- Permanent Resident (PR) Card
- Certificate of Indian Status
- International Student Identity Card
- Firearms Acquisition Certificate (FAC)
- Canadian National Institute of the Blind (CNIB) Identification Card
- Federal, provincial, or municipal employee identification card
- Military Family Identification Card (MFID)
- Health Card (with photo)
- Student Card (with photo)

If you are unable to supply Identification from this list, your alternative is to submit fingerprints to the R.C.M.P. for search and comparison.

A **second** piece of ID may include the following:

- Birth Certificate
- Immigration Documents
- Ontario Age of Majority Card
- Employment I.D. (with photo)
- Utility Bills or Government mail with your name and current address
- Baptismal Certificate
- Marriage Certificate
- Student Card (with photo)
- Vehicle Insurance or Ownership

We do not accept S.I.N. or credit cards for identification purposes.