



### **Police Record Check Instructions**

1. Fill out the Police Record Check form from the appropriate Web Link attached to the Email we have sent you .Also print this Info Sheet along with the Letter asking from The Windsor AAA zone our request for the PRC to Volunteer for our Organization
2. Take the completed form to the Windsor Police Station Headquarters on Goyeau Ave. (Windsor) or your Local Police force (e.g.: LaSalle) or OPP Detachment.  
**Have a photo I.D. with you.**  
**Current Drivers License or Government Issued Pass Port**
3. The Police Services will issue you a receipt. On the receipt is an approximate date that your police check will be ready by. **You must follow-up with police services by this date and after until the check is ready. They will not follow-up with you!** Keep a copy of the receipt with you at all times until you have received and handed in your police record check. **If asked by a ZONE official to see your receipt you must have it or you will be asked to remove yourself from any team function until you can produce it.**
4. When your record check is ready for pick up **go down** to the Police Headquarters and pick it up. **Do not wait.**
5. There will be one copy of the police record check. Make a photocopy to keep for yourself. Put the other copy in a **sealed** envelope and Address this to  
The Windsor AAA Zone PO -box 24030 Windsor Ontario N8Y-4Y9 .This can also be handed to Either Fred Baldwin or myself at the Central Ice Park. Please remember that these are **confidential.**

**The Record checks are good for 3 years of continuous service.**

**Thank you,**

**Louie Calsavara Jr.**  
**ZONE Conflict Resolution Officer**