



Police Record Check Instructions

1. Fill out the police check with the ZONE representative. (The representative must sign the form in front of you.)
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.**
3. 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 with your name, division, and POLICE CHECK written on the front of the envelope.
6. Put the sealed envelope in the mail slot at the WMHA boardroom – Adie Knox Arena (the mail slot is in the boardroom door inside the arena). 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**