



## PROCEDURE for CRIMINAL BACKGROUND CHECK

Please type in or go to the following Website:

<https://www.sterlingtalentsolutions.ca/landing-pages/d/diocese-sault-ste-marie/>

Click on **Start My Check**. See **example A**

a) If you are **new** to myBackCheck.com please click on **Register Here (example B)** and provide the necessary information required with user name and password – **to be written and kept in a safe location**. Once this page is completed click on **Register** at bottom of page. (See **example C**).

You will receive a screen stating that your registration is complete (see **example D**). Please check your e-mail and follow the instructions given to activate your account (see **example E**). You will be invited to login using your new username and password that you created (See **example F**).

b) If you are already a member of myBackCheck.com, **login** as usual.

### Follow the following steps

Once logged in, you will find a message in your mybackcheck.com inbox (see **example G**).

Click on Diocese of Sault Ste. Marie (see **example H**).

Press the Accept and Continue (see **example I**). A thank you will be displayed. Click on **myAccount** and then **Continue** on the next page to begin the process (see **example J - K**).

1. The first step is to enter your **Identity Information**. Click **Save and Continue to Step 2** (see **example L – M**).
2. The second step is a **Disclosure of Criminal Records**, if any. Click **Save and Continue to Step 3** (see **example N**).
3. Step 3 is the **Review and Consent** screen. Please verify that all the information provided is correct. Click **Save and Continue to Step 4** (see **example O**).

4. The fourth step is the **Verification of your Identity**. There are three different methods for this step. The first and easiest is the TransUnion Identification process.
  - a. Please indicate that you understand and consent to TransUnion Authentication (see **example P**)
  - b. TransUnion will proceed by asking you questions that, in the vast majority of cases, only you can answer. **Please note** – do not click the back button during this exam. Answer the questions in one sitting. You will not be able to change your answer. See **example Q – S**.
  - c. Once completed you will receive a "Thank you! You have successfully verified your identity with TransUnion Authentication" (see **example T**). However, **in some cases**, TransUnion will indicate that it is not be able to generate authentication questions. In such a case, please proceed to #5.
5. In these cases (#4c), there are two methods available for you.
  - a) Use Canada Post – See instructions in **example U – X** or
  - b) Request the Authentication Form from the Chancery Office – See instruction and form in **example Y - Z**
6. You will be informed when mybackcheck.com has received the Authentication of your ID and has begun processing your Canadian Criminal Record Check. You **can logout** (see **example AA**).
7. Once the check is complete you will receive an e-mail inviting you to go to myBackCheck.com and to login **as an individual** (see **example BB - CC**).
8. You will find the "Canadian Criminal Record Check", click on **View&Share** (see **example DD**).
9. Your "Canadian Criminal Record Check Results" will be displayed and hopefully all is clear. This is printable and should be given to the Pastor or the Chancellor of the Diocese (see **example EE**).

\*\*\*\*\*

Should you have any questions, please do not hesitate to contact Danielle Dorion, Robert Lariviere or David Sirois at the Diocesan Center of the Diocese of Sault Ste. Marie. Coordinates are at the bottom of this page.

**Sterling Talent Solutions**  
**Global Background Screening Partner**  
**for Diocese of Sault Ste Marie**

To begin, please click on the "Start my check" button below, register for an account and follow the on-screen prompts.

Start My Check!

**Sterling Talent Solutions**  
**Partenaire mondial de vérifications**  
**d'antécédents**  
**de Diocese of Sault Ste Marie**

Pour commencer, s'il vous plaît cliquez sur le bouton ci-dessous et suivez les instructions à l'écran.

Démarrer ma vérification

## About Sterling Talent Solutions

Sterling Talent Solutions helps more than 20,000 customers across the globe hire and retain the best people. From small local businesses to Fortune 100 and FTSE 100 companies, we deliver over 20 million background checks annually with confidence, efficiency and compliance. Our customers leverage our services to protect their brands, assets and employees around the world. Visit [www.sterlingtalentsolutions.ca](http://www.sterlingtalentsolutions.ca)

([http://www.sterlingtalentsolutions.ca/?utm\\_source=client&utm\\_medium=Diocese-of-Sault-Ste-Marie&utm\\_campaign=landingpages](http://www.sterlingtalentsolutions.ca/?utm_source=client&utm_medium=Diocese-of-Sault-Ste-Marie&utm_campaign=landingpages)) for more info.

## À propos de Sterling Talent Solutions

Sterling Talent Solutions aide plus de 20 000 clients dans le monde entier à embaucher et à retenir les meilleurs talents. Des petites entreprises locales aux grosses sociétés du Fortune 100 et du FTSE 100, nous effectuons chaque année plus de 20 millions de vérifications d'antécédents avec confiance et efficacité, en toute conformité. Nos clients utilisent nos services afin de protéger leur image de marque, leurs actifs et leurs employés dans le monde entier. Visitez [www.sterlingtalentsolutions.ca/ca-fr](http://www.sterlingtalentsolutions.ca/ca-fr)

([http://www.sterlingtalentsolutions.ca/ca-fr/?utm\\_source=client&utm\\_medium=Diocese-of-Sault-Ste-Marie&utm\\_campaign=landingpages](http://www.sterlingtalentsolutions.ca/ca-fr/?utm_source=client&utm_medium=Diocese-of-Sault-Ste-Marie&utm_campaign=landingpages)) pour plus de renseignements.

Company : Diocese of Sault Ste Marie

Location : Headquarters

Role : Enhanced Police Information Check

**New to myBackCheck.com?**

Please complete and submit the following form to advance to registration and begin your check.

**Register Here**

**Already a myBackCheck.com account holder?**

If you already have a myBackCheck.com account, please provide the necessary information above and log in below.

---

**Login (for Account Holders)**

User Name

Password

[Trouble logging in?](#)

---

**Login**

[Home](#)

## Account Registration for Individuals

Welcome to myBackCheck.com! The following form will allow you to create a personal account with us. All fields marked with \* are mandatory. If you have questions about our website or services, please refer to the [FAQ](#) or [contact us](#).

### General Preferences

Language  
English ▼

### Your Profile Information

First Name  Last Name

Province  Date of Birth (YYYY/MM/DD)

Email  Verify Email Address

Phone Number (including Area Code)  Phone Extension

Choose a User Name

For your security, please ensure your password has at least 8 characters with 1 upper case letter, 1 lower case letter, 1 number, 1 special character and no repeating characters.

Password  Re-enter Password

### Security Questions

Who was your childhood hero? ▼

What high school did you attend? ▼

What is your favourite song? ▼

What is your favorite sport? ▼

What is your mothers maiden name? ▼

### Getting Started

#### Create Account.

Enter a username, password and some security questions to create your personal account.

#### Check Your Email.

We will send you an email with a link to activate your account (for security purposes).

#### Log in and Complete Your Checks.

Once logged in, you can view and accept invitations to complete a Criminal Record Check, or order one for yourself.

### Already have an account?

[Login Now](#)

[Register](#)

[Home](#)

**Registration Successful ! Your next step is to activate your account.**

Check your inbox for your account activation email.

**Please note:** You have not yet submitted a request for processing.

**YOUR NAME**

---

**FROM:** myBackCheck.com <newuser@mybackcheck.com>  
**DATE:** April 9, 2019 8:20 PM  
**TO:** r.lariviere@ssmd.ca  
**SUBJECT:** Activate your account with myBackCheck.com

Thank you for registering with myBackCheck.com! Please click on the link below to activate your account and to register.

<https://www.mybackcheck.com/Public/VerifyEmail.aspx?EiD=7k6AJ%40KafkYvbg9RoX74QCOyBF8EvhRCu5Xab7LRYpis4k2yAwgbk8TMliTNAdBiC3d&lang=2>

This link will expire in 72 hours.

This email is CONFIDENTIAL. It is intended only for the use of the person to whom it is addressed. Any distribution, copying or other use by anyone else is strictly prohibited. If you have received this message in error, please telephone or email us immediately and destroy this message.

[Home](#)

Your email has been verified and you have successfully opened your personal account.

Please log in and initiate your check.

**Log in to your account here.** [Trouble logging in?](#)

User Name

Password

**Log In**



[myAccount](#)[Inbox](#) <sup>1</sup>**Account Home**[Edit Profile](#)[Edit Security Questions](#)[Edit Password](#)[Purchase History](#)**Welcome Patrick Fillion**

Last Login 2019-04-24

Please Check your [Inbox](#) for invitations and action items. You have 1 item(s) requiring your attention.

[myAccount](#)[Inbox](#)<sup>1</sup>

## Invitations

Currently Viewing: [All \(1\)](#) | [New \(1\)](#)

Click on the organization name below to view the details of your invitation.

FROM	SUBJECT	STATUS	DATE
Diocese of Sault Ste Marie 	Enhanced Police Information Check	New	2019-04-24

myAccount

Inbox <sup>1</sup>

## Invitations

Currently Viewing: All (1) | [New \(1\)](#)

Click on the organization name below to view the details of your invitation.

FROM	SUBJECT	STATUS	DATE
Diocese of Sault Ste Marie	Enhanced Police Information Check	New	2019-04-24

## Enhanced Police Information Check

Diocese of Sault Ste Marie, Headquarters requests you to perform the check(s) listed below in order to comply with their Enhanced Police Information Check requirements. Please click the "Accept & Continue" button at the bottom of the page to proceed with the order.

### Required Checks

QTY	SERVICE REQUIRED	DETAILS	
1	Canadian Criminal Record Check with Local Police Information	Add to your account. Diocese of Sault Ste Marie will sponsor the cost of this check.	<div>Decline</div> <div>Accept &amp; Continue</div>

[myAccount](#)[Inbox](#)[Back to myAccount](#)

Thank you for accepting the Enhanced Police Information Check invitation from Diocese of Sault Ste Marie, Headquarters.

❗ Proceed to [myAccount](#) and press the Continue button to complete the online form.

myAccount    Inbox

Account Home

- Edit Profile
- Edit Security Questions
- Edit Password
- Purchase History

Welcome Patrick Fillion

Last Login 2019-04-24

Press Continue to submit your information.

SERVICE NAME	STATUS	DATE COMPLETED	REQUESTING ORGANIZATION
 Canadian Criminal Record Check with Local Police Information	Requires Action		Diocese of Sault Ste Marie

Continue

[myAccount](#)[Inbox](#)

## Canadian Criminal Record Check with Local Police Information

[Back to myAccount](#)

## Information

To fulfill the requirements for a Canadian Criminal Record Check with Local Police Information, you must provide the necessary personal information below.

## Step 1 - Enter Your Identity

## Identity and Contact Details

First Name \*

Honoré

Middle Name(s)

Guy David

Last Name \*

SIROIS

Maiden Name(s)

## Aliases and Other Names

If applicable, list all aliases or additional names below. If you have multiple entries, please use commas to separate the information (ex. Katherine, Kathy).

First Name(s)

Middle Name(s)

Last Name(s)

☐ \* I do not have any maiden names, aliases or additional names other than those listed above. Any legal names used prior to a legal name change are also listed in the information above.

## Personal Information

Gender: \*

☐ Female ☒ Male

Eye Colour \*

Brown

Height: ft. in. \*

Imperial

6

2

## Birth Information

Date of Birth (YYYY / MM / DD) \*

Dec

31

Country of Birth \*

Canada

your name and date of birth have been verified and are now locked. If you need to change this information in your myBackCheck.com account, please

Province/State of Birth \*

## Residence Information

Apartment Number

Street Address \*

City \*

Province \*

## Confirming Your Details

1 Enter Your Identity Information

2 Disclosure of Criminal Records

3 Review and Consent

4 Verify Your Identity

SUDBURY	Ontario ▼
Country * Canada ▼	Postal Code * 

### Previous Residence Information

Please submit information for any Canadian address where you have resided in the past 5 years by clicking "+Add Address" after each entry.

Previous Apartment Number 	Previous Street Address * 
Previous City * 	Previous Province * [Select] ▼
Previous Country * Canada ▼	Previous Postal Code * 
<div>+ Add Address</div>	

### Previous Residence

318 WOODLAND AVE, LIVELY, Ontario, Canada P3Y 1N2



### Optional Personal Information

Providing your SIN number is optional but useful in locating and verifying your file with TransUnion. Please note that myBackCheck.com does not retain this information after your check is completed.

Social Insurance Number

Save & Continue to Step 2

[myAccount](#)[Inbox](#)

## Canadian Criminal Record Check with Local Police Information

[Back to myAccount](#)

## Records

If you have any Canadian criminal convictions to disclose, please provide them below. Otherwise, click the checkbox at the bottom of the page and proceed to Step 3.

## Step 2 - Disclosure of Criminal

## Previous Convictions

If you have any existing adult Canadian criminal or federal convictions for which you have not received a pardon/record suspension please provide ALL details below. By entering no details you are indicating that you have never been convicted of an adult criminal offence for which you have not received a pardon/record suspension.

Click [here](#) for additional information about Declaration of Criminal Records and what should be disclosed.

Approx. Conviction Date YYYY/MM

Convicted Offence

Location of Conviction

Penalty/Disposition Received

☒ \* By checking this box, I understand that failing to provide a complete and accurate disclosure may lead to additional fees and/or fingerprinting at my local police agency or an accredited fingerprinting company should my complete conviction history be required.

## Confirming Your Details

[1 Enter Your Identity Information](#)[2 Disclosure of Criminal Records](#)[3 Review and Consent](#)[4 Verify Your Identity](#)



[myAccount](#)

[Inbox](#)

## Canadian Criminal Record Check with Local Police Information

[Back to myAccount](#)

### Step 3 - Review and Consent

Please confirm that the information that you have provided is accurate

#### Details

- Name: Hono
- Other Name:
- Gender: Mal
- Eye colour: I
- Height: 74 in
- Born: Decen

#### Residence

.

#### Previous Residences

#### Confirming Your Details

- 1 Enter Your Identity Information
- 2 Disclosure of Criminal Records
- 3 Review and Consent
- 4 Verify Your Identity

### Consent and Terms of Use

[View as PDF](#)

This request is made in compliance with the applicable federal, provincial or municipal public sector privacy legislation in the province in which I am residing which allows a public body or municipality to disclose my personal information to me or my agent upon my request.

#### 1. myBackCheck.com Terms of Service and Consent:

##### GENERAL

This agreement is between Checkwell Decision Corporation ("myBackCheck.com") and you ("the User"), and governs the terms and conditions for the use of the myBackCheck.com service ("the Service"). This Consent and Terms of Use document constitutes the entire understanding between the User and myBackCheck.com regarding your use of the Service. myBackCheck.com reserves the right to change these terms from time to time.

##### SERVICE

All myBackCheck.com services are owned and operated by Checkwell Decision Corporation.

The myBackCheck.com Criminal Record Check, Local Police Information, and Vulnerable Sector Search services act as an interface for police-conducted searches of records and other information held within the Canadian Police Information Centre (CPIC) and other police data sources. The CPIC database is managed by the Royal Canadian Mounted Police on behalf of all Canadian law enforcement agencies and contains records of

☒ \* I agree to the Consent and Terms of Use outlined above.

Furthermore I acknowledge that any failure to provide complete and accurate information may disqualify me from placement with the requesting organization (if applicable).

[Do Not Save, Back to Step 2](#)

[Save & Continue to Step 4](#)

[myAccount](#)

[Inbox](#)

## Canadian Criminal Record Check with Local Police Information

[Back to myAccount](#)

### Step 4 - Verify Your Identity

Identity verification is mandatory for all Criminal Record Checks in Canada. Please read all the information below carefully before proceeding.

myBackCheck.com is proud to offer TransUnion Authentication - verify your identity online through a few simple multiple-choice questions that only YOU should be able to answer. These questions are based on the type of information typically found in a consumer credit bureau report. Your responses will automatically be compared to the information contained in your personal credit bureau file with TransUnion, an external credit reporting agency. If your responses match, we will confidently verify your identity. This process also protects you against identity theft.

#### Please keep in mind:

- This is not a credit check and will not affect your credit rating in any way.
- Only you are able to view your questions. myBackCheck.com and TransUnion do not view or log the automatically generated questions or any of your responses.
- Don't worry if you aren't able to verify your identity online, many individuals can't for a variety of reasons. Should you be unable to confirm your identity online alternative convenient options will be presented.

Provide consent below and click "Continue to Identity Challenge Questions" to complete ID verification online.



#### Confirming Your Details

- 1 Enter Your Identity Information
- 2 Disclosure of Criminal Records
- 3 Review and Consent
- 4 Verify Your Identity

☐ \* I understand that continuing to the next page implies consent to TransUnion Authentication, which includes accessing information held in my personal consumer credit file for the purpose of identity verification.


[Back to Step 3](#)

[Continue to Identity Challenge Questions](#)

[myAccount](#)

[Inbox](#)

## Step 4 - Verify Your Identity - ID Challenge Questions

 The time you take to provide your answers could potentially impact your score. You will not be able to change your answer or return to a previous question.

Please complete this form in one sitting and do not click the 'back' button during the exam.

### Confirming Your Details

- 1 Enter Your Identity Information
- 2 Disclosure of Criminal Records
- 3 Review and Consent
- 4 Verify Your Identity

[Continue](#)

myAccount

Inbox

## Step 4 - Verify Your Identity - ID Challenge Questions

What is the year of your CHRYSLER 200 ?

- ☐ 2012 - 2013  
☐ 2016 - 2017  
☐ 2018 - 2019  
☒ 2014 - 2015  
☐ NONE OF THE ABOVE

### Confirming Your Details

- 1 Enter Your Identity Information
- 2 Disclosure of Criminal Records
- 3 Review and Consent
- 4 Verify Your Identity

Continue

[myAccount](#)[Inbox](#)

## Step 4 - Verify Your Identity - ID Challenge Questions

With which of the following companies have you most recently received credit?

- ☐ GE CAPITAL /SAM'S CLUB CANADA
- ☐ CAPITAL ONE
- ☐ CITIFINANCIAL
- ☐ BANK OF NOVA SCOTIA
- ☐ NONE OF THE ABOVE

[Continue](#)

## Confirming Your Details

- 1 Enter Your Identity Information
- 2 Disclosure of Criminal Records
- 3 Review and Consent
- 4 Verify Your Identity

[myAccount](#)[Inbox](#)

Your Criminal Record Check is now Processing!

Thank you! You have successfully verified your Identity with TransUnion Authentication.

Please keep in mind:

- This is not a credit check and will not affect your credit rating in any way.
- Only you are able to view your questions. myBackCheck.com and TransUnion do not view or log the automatically generated questions or any of your responses.



TransUnion.

[Back to myAccount](#)

#### Site Feedback

Have any questions or comments about this site? Please let us know.



[myAccount](#)[Inbox](#)[Back to myAccount](#)

TransUnion was not able to generate authentication questions due to an insufficient personal credit history.

What can you do now?

#### Try Online ID Verification Again

If you wish to revise the information you provided, attempt the process again by clicking the Try again button. Note that providing your Social Insurance Number can improve TransUnion's ability to locate your file.

[Try Again](#)

OR

Continue with In-Person ID Verification:

Your Option(s):

#### Canada Post - Physical Identity Verification

To have your ID verified by Canada Post, please follow these simple steps:

1. Click on the **Download Form** button below and then save the document. You will need to take the barcode to Canada Post either using your smart phone or by printing the pdf form.
2. Two pieces of ID and Proof of Residence must be presented at Canada Post:
  - One piece of ID must be government-issued photo ID
  - The second piece of ID must display your full name
  - Proof of Residence must contain your current address
  - See page 1 of the form for acceptable ID and Proof of Residence options
3. The Canada Post retail clerk will scan the barcode on this form and then verify your IDs. Verification of your identity will then be sent to us electronically.

To find the nearest postal outlet, go to [Canada Post - Find a Post Office](#). Before going to the Canada Post location, we recommend calling them to confirm that they are able to process your Physical Identity Verification.

[Download Form](#)

#### The Requesting Organization

Download and print the Hiring Manager/Organization Contact ID Verification form and bring it to the organization requesting the check along with two pieces of ID. One must be government-issued photo ID; the second ID must display your full name.

They will verify and photocopy your ID and fax the completed form to myBackCheck.com to proceed with your check.

[Download Form](#)

#### Confirming Your Details

- 1 Enter Your Identity Information
- 2 Disclosure of Criminal Records
- 3 Review and Consent
- 4 Verify Your Identity

#### Acceptable pieces of ID

- Provincial Driver's License
- Foreign Driver's License
- Canadian Passport
- Foreign Passport
- Provincial ID Card
- Canadian Citizenship Card
- Canadian Permanent Resident Card
- Certificate of Indian Status

Should you have any questions, please email [support@mybackcheck.com](mailto:support@mybackcheck.com).

Note: All the forms are available as Portable Document Format (PDF). To view and print these forms you will need Adobe Acrobat Reader.



Download the [latest Version](#) of Adobe Reader (File size: 33.5MB)



Download a [previous version](#) of Adobe Reader



### Instructions for Canada Post Physical Identity Verification

To have your ID verified by Canada Post, please follow these simple steps:

- 1) Print this form, or save it on your mobile device, and take it to one of the participating Canada Post retail locations listed below.
- 2) You must bring one (1) piece of appropriate **Primary ID**, one (1) piece of appropriate **Secondary ID**, and one (1) **Proof of Residence**. Please read below for acceptable types of documentation required.
- 3) The Canada Post retail clerk will scan the barcode on this form and then verify your IDs. Verification of your identity will then be sent to us electronically.

### Acceptable types of ID for Physical ID Verification

**Primary ID** must be government-issued photo ID containing your **name, signature, and date of birth**. If an address is provided on your ID, please ensure it is your current address or it will not be accepted. Only the following IDs will be accepted as Primary:

- |                                     |   |
|-------------------------------------|---|
| • Provincial Driver's License       | • Provincial ID Card                          |
| • Foreign Driver's License          | • Canadian Permanent Resident Card            |
| • Canadian or Foreign Passport      | • Firearms Possession and Acquisition License |
| • Certificate of Indian Status Card |   |
| • CNIB Card                         |   |

**Secondary ID** may be any type of ID displaying your **full name**, ideally government-issued.

Examples of Secondary IDs:

- Additional primary ID as listed above
- Birth Certificate
- Student ID Card

### Proof of Residence

**Proof of Residence** must display your **current address**. List of acceptable Proof of Residence:

- |  |   |
|--|---|
| • Attestation of Residence issued by the responsible authorities (shelters, soup kitchens, student/senior residence, long-term care facilities, Aboriginal reserves, work camps) | • Recent utility bill (residential telephone, cable TV, public utilities commission, hydro, gas or water) |
| • Bank statement   | • Private Post Office Box Rental Agreement (e.g. UPS Agreement)   |
| • Canada Child Tax Benefit statement   | • Municipal tax notice  |
| • Canada Pension Plan Statement of Contributions/Quebec Pension Plan Statement of Participation  | • Vehicle Ownership or Insurance document   |
| • Delivery Notice Card/Final Notice Card   | • Residential Lease, Residential Mortgage Statement or Agreement, Rental Agreement                        |
| • Government cheque or Government cheque stub with individual's name and address   | • Lease, Agreement of Purchase and Sale   |
| • Income Tax assessment – most recent  | • Statement of Benefits from Provincial Workplace Safety or Insurance Board                               |
| • Statement of Employment Insurance Benefits Paid (T4E)  | • Statement of Direct Deposit for Provincial Works or Provincial Disability Support Program               |
| • Major credit card statement along with related valid credit card   | • Insurance Policy  |
|  | • Statement of Old Age Security (T4A) or Statement of Canada Pension Plan Benefits (T4AP)                 |
|  | • School, College or University Report Card or Transcript   |




**Canada Post Physical Identity Verification**

**Privacy Notice:** By providing this form and IDs to Canada Post, you consent to the following: Canada Post will collect the form, types of ID, and ID numbers you provide, and will provide them to Sterling Talent Solutions (Sterling) for the purpose of verifying your identity. Sterling may provide this information to the company that requested the identity verification.

For more information about privacy at Sterling, please visit <http://www.sterlingtalentsolutions.com/pven>.

For more information about privacy at Canada Post, please visit <http://www.canadapost.ca/privacy>.

Date: April 2, 2019

Transaction ID: DSS538912276089

**Candidate Information**

First Name:	Honoré
Last Name:	SIROIS
Date of Birth:	December 31,



DSS538912276089

Expiry Date: May 17, 2019

**Participating Canada Post locations nearest to:**

 SHOPPERS DRUG MART #0653  
 Distance:3.0

 SHOPPERS DRUG MART #1365  
 Distance:3.1

myBackCheck.com    **Hiring Manager / Organization Contact ID Verification Form**

**To verify ID by hiring manager/organization contact:**

Please print and present the form "Hiring Manager / Organization Contact ID Verification Form" to your contact at your requesting organization. Please bring with you two (2) pieces of government issued ID in order for them to verify that the information contained on the form is accurate. One must be photo ID containing your name, signature, and date of birth. The second may be any type of government issued ID displaying your full name.

Your hiring manager/organization contact will then fax the completed forms to us to proceed with your Criminal Record Check.

**Examples of acceptable photo ID:**

- Provincial Driver's License
- Foreign Driver's License
- Canadian Passport
- Foreign Passport
- Provincial ID Card
- Canadian Citizenship Card
- Canadian Permanent Resident Card
- Certificate of Indian Status

**Acceptable secondary ID:**

- Any type of government issued ID displaying your full name

**\*\*Making sure your ID copies are legible:\*\***

We are unable to process forms received with ID's that are blurry or unreadable. If you have the option to scan and email your ID's instead of faxing, please send them to [support@mybackcheck.com](mailto:support@mybackcheck.com). Scanning is preferred to faxing as it produces the cleanest, clearest image.

If photocopying and faxing, please try the following to ensure the ID's are clear and legible:

- **Enlarge the image** to 200%, lighten the ID to 75% to 100% and decrease the contrast.
- Photocopy the ID's in **black and white**. We have found that faxing colour copies of ID's decreases the clarity of the print on the ID when compared to those done in black and white.
- If possible, set fax settings to **photo** or **super fine** resolution. Older fax machines may not have the photo setting, in which case please select **super fine**.

E-mail: [support@mybackcheck.com](mailto:support@mybackcheck.com) | Fax: 604-909-4813

<b>1. Organization Information:</b>			
Organization: ▼ Diocese of Sault Ste Marie		Location: ▼ Headquarters	
		Date(yyyy/mm/dd): ▼ 2   0	
Hiring Manager / Organization Contact: ▼		Phone Number: ▼	
<b>2. Applicant Information:</b>			
Given Name(s): ▼ Honoré		Middle Name(s): ▼ Guy David	Surname: ▼ SIROIS
Maiden Name & Other names used: ▼ David			
Place of Birth: ▼		Birth Date: ▼	Gender: ▼
	ON	1979/12/31	<input type="checkbox"/> Female <input checked="" type="checkbox"/> Male
City	Province	Country	YYYY/MM/DD
<p>I am presenting this form to demonstrate that my information contained on this form is accurate. Furthermore, I acknowledge that I have provided consent and agreed to the terms and conditions presented to me when I completed my submission online at <a href="http://www.mybackcheck.com">www.mybackcheck.com</a> as part of my application process to complete a Canadian Criminal Record Check with Local Police Information using myBackCheck.com.</p>			
Signature of Candidate: X			
<b>3. Organization Representative please complete the following:</b>			
<b>*ID Check is MANDATORY for Criminal Record Check*</b>			
Please scan and email or photocopy and fax 2 pieces of <u>legible</u> government-issued ID to myBackCheck.com along with this verification form.			
1. The first of which must be government-issued and include the applicant's name, date of birth, signature and photo.			
<b>Acceptable Valid Government Issued Photo Identification:</b> Provincial Driver's License, Foreign Driver's License, Canadian Passport, Foreign Passport, Provincial ID Card, Canadian Citizenship Card, Canadian Permanent Resident Card, Certificate of Indian Status.			
2. The second should be government-issued, however at minimum it must include the full name of the candidate. Provincial Driver's License, Foreign Driver's License, Canadian Passport, Foreign Passport, Provincial ID Card, Canadian Citizenship Card, Canadian Permanent Resident Card, Certificate of Indian Status.			
Candidate Name: ▼		Position Applied For: ▼	
Photo ID Check (Excluding Ontario Health Card): Please <input checked="" type="checkbox"/> One ▼		Identification Number: ▼	
<input type="checkbox"/> Driver License <input type="checkbox"/> Passport <input type="checkbox"/> Other: _____			
Secondary ID Check (Excluding Ontario Health Card): Please <input checked="" type="checkbox"/> One ▼		Identification Number: ▼	
<input type="checkbox"/> Driver License <input type="checkbox"/> Passport <input type="checkbox"/> Other: _____			
<p>I _____ have examined the identification of _____</p> <p style="text-align: center;">Print Name of Representative <span style="float: right;">Print Name of Candidate</span></p> <p>and I am satisfied that the candidate and person depicted in the photo identification appear to be one and the same.</p>			
Signature of Rep. Confirming ID Check: X			

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Welcome Patrick FILLION

Last Login 2019-04-24

[Edit Profile](#)[Edit Security Questions](#)[Edit Password](#)[Purchase History](#)**SERVICE NAME****STATUS****DATE COMPLETED****REQUESTING ORGANIZATION**Canadian Criminal Record  
Check with Local Police  
Information

Sent to police

Diocese of Sault Ste Marie

**Patrick Fillion**

---

**From:** myBackCheck.com  
**Sent:** Wednesday, April 24, 2019 8:52 PM  
**To:** p.fillion@ssmd.ca  
**Subject:** myBackCheck.com Notification

Dear Patrick FILLION,

New results have been published to your myBackCheck.com account. Please log in at [www.mybackcheck.com/Public/Login.aspx](http://www.mybackcheck.com/Public/Login.aspx) to view your results.

This email is CONFIDENTIAL. It is intended only for the use of the person to whom it is addressed. Any distribution, copying or other use by anyone else is strictly prohibited. If you have received this message in error, please telephone or email us immediately and destroy this message.

## For Individuals

Share your results where you work or volunteer... [Read more](#)

Start your background check now!

Already have an account? Log in here. [Trouble logging in?](#)

User Name

Password

Log In

## For Organizations

End-to-end background checking solutions... [Read more](#)

Start your screening program now!

Already have an account? Log in here.

User Name

Password

Log In

This site is best viewed using Internet Explorer and Mozilla Firefox.

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Welcome Patrick FILLION

Last Login 2019-04-25

**view&Share**Once the check(s) below are updated with a Complete status, click on the **view&Share** button to share with other organizations.

SERVICE NAME	STATUS	DATE COMPLETED	REQUESTING ORGANIZATION
Canadian Criminal Record Check with Local Police Information	Complete	2019-04-24	Diocese of Sault Ste Marie

[view&Share](#)



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## Canadian Criminal Record Check Results

[Back to myAccount](#)

Honoré SIROIS

Issued: 2018-05-01

## Identity Information provided by the individual

Legal Name

Middle Name(s)

Date of Birth

Gender

Male

Other Name(s) Used David (first)

## Details provided by our police partners

Result

Comments



Clear

Cdn. Criminal Record Check

Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did not identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

## Criminal Record Disclosure as entered by the individual

No disclosure provided.

[Printable Version](#)

## Share This Check!

Type the name of the organization in the box below:

Select your role with the organization:

Please Select

☐ I hereby grant and acknowledge \*\* selected organization \*\* to have access to view results of my check(s).

Send a personal message (optional):

[Share Check!](#)Can't find your organization? [Click here to invite them](#)

If you cannot find the organization you want to share your check with, invite them to join myBackCheck.com!

## Sharing History

Organization / Location	Role	Shared Date
myBackCheck.com Self Serve - ON, Headquarters	Criminal Record Check with Police Certificate	2018-05-01

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