

**DEAR COLLEAGUE,**

As a measure to protect all involved with our programs, our colleagues are required to provide a Criminal Record Check using **myBackCheck.com**.

This check can be completed online in (4) four simple steps in just a few minutes!

**CHECK OUT THE WEBSITE!**

A screenshot of the 'Account Registration for Individuals' form on myBackCheck.com. The form is titled 'General Preferences' and 'Your Profile Information'. It includes fields for 'Language' (set to English), 'Prefix Name' (No Preference), 'First Name', 'Middle Name(s)', 'Last Name', 'Suffix Name', 'Date of Birth (YYYY/MM/DD)', 'Choose a User Name' (omitchell), 'Email' (calvin@hotmail.com), 'Verify Email Address' (calvin@hotmail.com), 'Phone Number (including Area Code)' (416 221 0667), and 'Phone Extension'. A note at the bottom states: 'For your security, please ensure your password has at least 8 characters containing the following; one uppercase letter, one lowercase letter, and one number.'

**STEP 1**

**REGISTERING:**  
Go to: [www.mybackcheck.com](http://www.mybackcheck.com)  
Start the registration process!

## ORDERING:

Once you've created your account, provide your information and consent online.

## STEP 2

The screenshot shows the 'Step 3 - Review and Consent' page on myBackCheck.com. It includes a progress bar with four steps: 1. Enter your Identity Information, 2. Disclosure of Criminal Records, 3. Review and Consent (current step), and 4. Verify Your Identity. The main content area asks the user to confirm their details are accurate. It lists personal details: Allan McMurray, Male, Eye colour: Green, 74 inches/187.96 cms, Born: March 03, 1973 - Toronto, Ontario, Canada. The residence is listed as 55 St Leonard, Toronto, Ontario, Canada M4N1K1. There is a 'Terms & Conditions' section with a scrollable text area and a checkbox for 'I agree to the Terms and Conditions'. At the bottom, there are buttons for 'Do Not Save, Back to Step 2' and 'Save & Continue to Step 4'. The footer includes 'Powered by BackCheck™ Canada's Largest Background Checking Company' and 'Checkwell Decision Corporation © 2008 All Rights Reserved Privacy Policy'.

## VERIFYING:

Print off the pre-populated ID Verification Form and have an organizational representative verify your ID.

## STEP 3

The screenshot shows the ID Verification Form. It is divided into three main sections: 1. Organization Information, 2. Applicant Information, and 3. Organization Representative please complete the following. Section 1 includes fields for Organization (100 Special Ops), Location (Headquarter), and Hiring Manager / Organization Contact. Section 2 includes fields for Given Name (Blue), Middle Name, Surname (Berrin), Place of Birth (Oshawa, ON, Canada), Date of Birth (1978/02/05), and Gender (Female). Section 3 includes instructions for ID checks and fields for Candidate Name, Position Applied For, Photo ID Check (Driver License, Passport, Other), and Secondary ID Check. At the bottom, there is a signature line for the representative, which is signed 'Clear: Alex Padilla'.

## STEP 4

Result	Comments
Clear	Cdn. Criminal Record Check Based solely on the name(s) and date of birth provided, a search of the National Criminal Records repository maintained by the RCMP did not identify any records for a person with the name(s) and date of birth of the applicant. Positive identification that a criminal record may or may not exist at the National Criminal Records repository can only be confirmed by fingerprint comparison. Not all offenses are reported to the National Criminal Records repository. A local indices check may or may not reveal criminal record convictions that have not been reported to the National Criminal Records repository.

## SHARING:

Within 24 hours, you can login to view your results online and share your check with any other organization.