

Criminal Record Check FAQ: Non-Patient Contact

You are required to provide People Services with a Criminal Record Check. Valid CRC must be within 6 months of issuance

Below are some details to be mindful of:

Where can I get a Criminal Record Check?

<p><u>Central Zone</u> (Halifax County & West Hants)</p> <p>&</p> <p><u>Western Zone</u> (Yarmouth, Shelburne, Digby, Queens, Annapolis, Lunenburg & King’s Counties)</p>	<p>Option 1</p> <p>Online via http://www.sterlingbackcheck.ca/nshealth</p> <ul style="list-style-type: none"> • Select the option “Halifax, West Hants and Eastern Shore” in the location drop down • Select “No” for the Vulnerable Sector Search option • Select “Enhanced Police Information Check” <p>Online via http://www.sterlingbackcheck.ca/nshealth</p> <ul style="list-style-type: none"> • Select the option ‘WZ - Annapolis Valley, South Shore & South West’ • Select ‘No’ for the Vulnerable Sector Search option • Select ‘Enhanced Police Information Check’
	<p>Option 2</p> <p>Online with CSI https://www.csiscreening.com</p> <p>Ensure that you indicate that you will be employed with the Nova Scotia Health Authority</p>
	<p>Option 3</p> <p>In person at your local RCMP detachment or Halifax Regional Police Station</p>
	<ul style="list-style-type: none"> • In person at your local RCMP detachment or Police Station
<p><u>Northern Zone</u> (East Hants, Colchester, Cumberland & Pictou Counties)</p> <p>&</p> <p><u>Eastern Zone</u> (Guysborough, Antigonish, Richmond, Inverness, Victoria & Cape Breton Counties)</p>	<ul style="list-style-type: none"> • In person at the Commissionaire’s office (Cape Breton only)

Can I send People Services a scanned copy of my original Criminal Record Check?

You can scan a copy to us if you are moving from outside the area but we must receive the original Criminal Record Check when you arrive to the area in order to verify it. We can then make a copy for our records and give you back the original once we have verified it. Please bring your original to:

I already have completed a CRC, can you accept it?

People Services can accept a CRC that has been issued within the last six (6) months.

Does Nova Scotia Health Authority pay for my Criminal Background Check?

No, you will provide the Criminal Record Check at your own expense.

There may be instances where fingerprinting may be required to complete your criminal record check/vulnerable sector search. In these cases, an additional \$25.00 fee (or higher) will be charged to the employee by the RCMP detachment/CBRMPS office. This charge will also be the responsibility of the employee.