

Criminal Record Check Guidelines for New Hires

To be employed with Nova Scotia Health all new hires are required to provide a satisfactory Criminal Record Check (CRC) during Onboarding. A valid CRC will be accepted within 6 months of the issue date only from one of the providers listed below.

You are required to provide the Criminal Record Check at your own expense, if fingerprinting is required there will be an additional charge you will be responsible for as well.

Patient Contact Requires CRC + Vulnerable Sector Search (VSS)

- You will receive a letter from Recruitment Services if you are being hired into a position that requires both a CRC + VSS
- You will present the letter to RCMP upon your request for a CRC + VSS
- Select 'YES' for the Vulnerable Sector Search option
- Select 'Enhanced Police Information Check'

Non-Patient Contact Requires CRC Only

- Select 'NO' to Vulnerable Sector Search
- Select Enhanced Police Information Check

Where can I get a Criminal Record Check?

<p>Central Zone (Halifax County & West Hants)</p> <p>&</p> <p>Western Zone (Yarmouth, Shelburne, Digby, Queens, Annapolis, Lunenburg & King's Counties)</p>	<p>Option 1 (for individuals who currently have a permanent address within NS only)</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 <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'
	<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</p>
	<p>Option 3 (Western Zone VSS needs to be in person not online)</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 • In person at your local RCMP detachment or Police Station • In person at the Commissionaire's office (Cape Breton only)
<p>Northern Zone (East Hants, Colchester, Cumberland & Pictou Counties)</p> <p>&</p> <p>Eastern Zone (Guysborough, Antigonish, Richmond, Inverness, Victoria & Cape Breton Counties)</p>	<ul style="list-style-type: none"> • In person at your local RCMP detachment or Police Station • In person at your local RCMP detachment or Police Station • In person at the Commissionaire's office (Cape Breton only)