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 Vulnerable Sector Search (VSS) report may also be required and this will be indicated in your offer letter. A valid CRC or CRC/VSS 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 and/or Vulnerable Sector Search report at your own expense, if fingerprinting is required there will be an additional charge you will be responsible for as well.

Patient Contact Positions Requires CRC and VSS

- You will receive an employer letter from Recruitment Services if you are being hired into a position that requires both a CRC + VSS
- If applying through CSI – CSI will provide you with information on how to obtain your VSS with them.
- You may present the employer letter to an RCMP or local police detachment upon your request for a CRC + VSS

Non-Patient Contact Positions Requires CRC Only

- Depending on the Zone you are being hired into, you may select one of the providers below (online), or
- Present your offer letter to the RCMP or your local police detachment upon your request for a CRC.

Where can I get a Criminal Record Check?

Central Zone (Halifax County & West Hants) **&** **Western Zone** (Yarmouth, Shelburne, Digby, Queens, Annapolis, Lunenburg & King's Counties)	**Option 1** (for individuals who currently have a permanent address within NS only) Online via http://www.sterlingbackcheck.ca/nshealth • Select the option "Halifax, West Hants and Eastern Shore", or • Select the option 'WZ – Annapolis Valley, South Shore & South West' **(NOTE: If VSS required, contact RCMP or your local police detachment)** **Option 2** Online with CSI https://www.csiscreening.com Ensure that you indicate that you will be employed with the Nova Scotia Health **Option 3** In person at your local RCMP detachment or Halifax Regional Police Station
Northern Zone (East Hants, Colchester, Cumberland & Pictou Counties) **&** **Eastern Zone** (Guysborough, Antigonish, Richmond, Inverness, Victoria & Cape Breton Counties)	• In person at RCMP or your local police detachment • In person at RCMP or your local police detachment • In person at the Commissionaire's office (Cape Breton only)

Note: CRC and CRC/VSS reports will only be accepted from the following providers:

Sterling Backcheck (My Back Check), CSI Background Screening, RCMP, local Police detachment or Commissionaires.