**Submitting PRC/VSS options**

To email a scanned copy or to mail a copy of the original PRC to the Council Office/Service Centre (see information at the bottom), the following must appear on the **original** document before scanning and/or in the email to which the scan is attached:

**1. Legible printed name of person verifying the document**

**2. The following statement: “I have viewed the original police screening document and this copy was created from that original” (with the writing on the photocopy).**

**3. The sender’s name, role and applicable Group/Council**

The scanned document should not be for the person who is sending it. Individuals cannot verify their own scans.

For example if the scan is for a Group Commissioner (GC), it must come from a Council Commissioner (CC), Council Youth Commissioner (CYC), Group Support Scouter (GSS), Council Relationship Manager (CRM) and/or Scouting Relationship Manager (SRM). All authorized personnel have to be listed with active roles.

PDF scans are preferred over photos/jpegs.

Where multiple pages are indicated, the applicable pages must be included - ideally as part of the same scan rather than individual PDFs. (i.e. if the bottom of their first page indicates, “Page 1 of 2”, there must also be one that shows “Page 2 of 2”.)

Scans will be rejected if incomplete, not easily legible and received at Council Office/Service Centre more than three months from search results date as well as if the search was completed for another organization or otherwise does not meet Scouts Canada PRC standards as outlined in [Volunteer Screening Procedure](https://www.scouts.ca/resources/bpp/procedures/volunteer-screening-procedure.html) document.

Sender will be notified if a scan is rejected and the reason(s).

When scans are accepted, Group Commissioner should be returning the original documents to the applicants or shredding them at the applicant’s request. Groups should not be holding on to these personal documents.

**Mail to:**

Ottawa Service Centre

200-1345 Baseline Rd

Ottawa, Ontario K2C 0A7

or

**Scan to**:

centralregistration@scouts.ca with recommended subject line: PRC TO PROCESS

 updated Sept 2020