**Submitting PRC/VSS options**

**A) Digital version of PRCs**

* Please submit directly to registration@scouts.ca “PRC to Process” is recommended as the subject.
* If submitted by anyone other than the Scouter’s Group Commissioner, the email must be copied to the Group Commissioner.

**B) Paper version of PRCs**

The original paper PRC can be mailed to the Council Office/Service Centre, at the address found at the bottom of this document.

Alternatively, a scan of the original paper PRC can be accepted from “Active” Group Commissioners and/or Group Support Scouters.

The following 3 items must appear on the scanned document or as text within the email submitting the PRC scan:

**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 writing on the scanned document).**

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

The scanned document must not the PRC of 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 photographs and 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:**

Scouts Canada - Ottawa Service Centre

200-1345 Baseline Rd

Ottawa, Ontario K2C 0A7

**or Scan to**:

registration@scouts.ca with the subject line: PRC TO PROCESS