

## Step 7: Police Records Checks



### ANNUAL OFFENCE DECLARATION (ONLINE)

The Archdiocese of Toronto's Safe Environment Policy requires that volunteers and employees in Positions of Trust complete Criminal Records Checks prior to assuming duties at their parish, and every five (5) years thereafter.

These volunteers and employees must also complete an **Annual Offence Declaration** every year between Criminal Records Checks.

To complete your Annual Offence Declaration for this year, click on the link below and complete the Annual Offence Declaration Survey. Your parish Volunteer Screening Coordinator and/or Pastor will be informed when the survey is complete.

Please note: Submission of false information on an Offence Declaration may result in dismissal.

Click this link to complete your Annual Offence Declaration:

<https://www.surveymonkey.com/r/OffenceDecl>

If you have any questions about this survey, please contact:

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