

Online Background Check – Test Sessions with Public Applicant/Organization Check List/Requirements

All applicants who participate in the online submission testing will be asked to complete a survey at the end of their submission of their application.

To be able to complete your Background Request online you will be required to do the following:

- Must be at least **18 years or older**
- be able to access your own **personal email** on your own device at home at the time of applying with the ability to retrieve your emails at home
- You are required to possess a **Bank Account with Credit History** in order to complete Electronic Identity Verification (eIV) process
- You will need to be able to provide your **SIN number** for eIV processing at the time of applying
- You are required to be a **resident of Ottawa only for the last 5 years**.
- If applicable, please have your Volunteer Letter which confirms your name/position (on official organization letterhead) with you. You will need to save this letter to your desktop and/or USB and upload it to your online application. If you cannot upload your volunteer letter at the time of your online application, there will be a \$15.00 fee that will need to be paid in order for your application to be submitted.
- You are required to possess a **valid Credit Card** for the online Record Check submission (which is hosted by the City of Ottawa Paymentus).
 - If you fail the City of Ottawa Paymentus component, you may still pay in person using Cash/Debit/Credit Card (Visa/Mastercard/Amex).
- If applicable, you may be able to receive your background check Results via email: You will need to ensure that you have any Adobe program in order to receive your completed background check results via the email address provided at the time of your online application
- Please ensure that your organization/agency that you will be working/volunteering with also has any Adobe program in order for them to be able to view your background check results when forwarded to them as a PDF attachment
- If you encounter any problems or issues with the online application program during your application, please document them and send an email to recordscheck@ottawapolice.ca. I will look into any issues and contact you ASAP during regular business hours.
- If during your online application, you are unsuccessful and we cannot verify your identity online, you will be able to continue with your application online, but you will need to attend 2670 Queensview Drive, in person, during Monday-Friday regular

business hours, to provide us with your 2 pieces of Valid Identification, in order for your application to be completed.

- Please use this Link to apply for your background check using our online application <https://olbc.ottawapolice.ca/>

You will be asked to create an account with a Username & Password combination

- To create the Username:
 - must be at least 6 characters & it must be unique
- Create the Password:
 - must be at least 8 characters
 - must contain an upper and lower case character
 - a number, and,
 - at least 1 special character (i.e \$&+,:;=?!<>^@#|)

Please visit our website for our official public launch date for the Online Record Check submission. Please refer to www.ottawapolice.ca.