**GGC Québec Council**

**Screening procedures with BACKCHECK - FAQ**

1. **What if I want a Non-Member Volunteer to get her police record check done through BackCheck?**

BackCheck is a service that incurs a certain cost for the national and provincial councils; therefore it is reserved for Members and Potential Members. The process for Non-Members remains the same by default: a police record check request form is completed with the Screener and Non-Member, sent to the provincial office, and then sent to the SPVM. This takes about four months. It is possible to get a police record check for a Non-Member through BackCheck, however this person will be required to pay for the service by credit card; the unit or district may reimburse her if they choose to do so. A police record check using BackCheck costs $23.00.

1. **What if I prefer to go through my local Sureté du Québec office?**

You can choose to have your Potential Members go through your local SQ office; in some areas it’s just as fast as BackCheck. However, in these cases, the Screener must complete the reference checks. Therefore, the provincial office will need the original A.1, S.2, two S.3s, and the police record check to complete the screening process. If you are using BackCheck, the provincial office only needs the original A.1 and S.2

1. **What is Online ID Verification?**

During the process, BackCheck will ask the candidate certain questions in order to perform an online ID verification. This is simply to confirm the person’s identity so the police record check can be processed, as opposed to requiring copies of the person’s ID. It is not a credit check, but simply a way to confirm identification through personal information. The process is similar to any sensitive online transaction such as online banking or receiving a credit report, and the individual’s credit score will not be affected in any way.

1. **What happens when an applicant fails online ID verification?**

Most people pass, but some individuals may not be able to complete the online process for various reasons. If an applicant fails online ID verification, they will be asked to proceed with in-person ID verification. This means that they simply need to print their BackCheck Consent Form (sent to them by email directly from BackCheck) and present it with two pieces of ID at any Canada Post office.

*For any other questions about BackCheck or if difficulties are encountered during the process, please communicate directly with the provincial office at* *imis@guidesquebec.ca* *or 1-800-565-8111.*