



# BACKGROUND CHECK INSTRUCTIONS

## CANADA

This process will authorize a Criminal Record and Judicial Matters Check (CRJMC) that does **NOT** require you to submit copies of personal identification documents.

### STEP

- 1** **Sign in to [Praesidium Academy](#)** and click “Start Your Background Check” and complete the prompts.
- 2** **Within 24 business hours, you will receive an email** with a link to provide the information necessary to request your Criminal Record and Judicial Matters Check (CRJMC). **The process can be completed 100% electronically online.**

Knights of Columbus and Praesidium have partnered with Canada-based Triton to assist with these searches. Request forms and result details are maintained in Canada by Canada-based Triton - <https://www.tritoncanada.ca/>.

- 3** **Follow the prompts** to provide personal information online as required in Canada to process the request, including:
  - Name
  - Date-of-Birth
  - Five Year address history
  - Criminal History Self-Declaration
    - Information disclosed by you **MUST** match information contained within Canadian records to avoid delay.
- 4** **Authorize and Consent** – electronically sign the consent form to authorize the search.



### STEP

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#### **ELECTRONIC ID VERIFICATION** – ID verification is completed electronically.

You will be asked to answer several questions based on your credit information. TransUnion is the credit bureau in Canada whose data is being used for the electronic ID verification. This electronic ID verification is a service offered by TransUnion. Please note, Triton is not a credit bureau and does not maintain the information used to verify ID. This process is not a credit check.

**ID VERIFICATION QUESTIONS AND ANSWERS ARE NOT VIEWABLE BY KNIGHTS OF COLUMBUS OR PRAESIDIUM AND ARE NOT RETAINED BY TRITON.**

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**Once your background check is completed** – you will receive a confirmation email from Presidium Academy with a certificate showing that you have completed your background check.

#### **If Electronic ID Fails**

If you cannot complete the electronic ID verification, you will be provided a form to download with instructions to take to your local Canada Post location to complete the ID confirmation process.

This form will also be emailed to you by Triton.

## **EXPERIENCING A DELAY?**

### **Reasons for Delay**

Declaration/Record Mismatch.

If the information on your Self-Declaration does not match the information in your Criminal Record and Judicial Matters Check (CRJMC), you will be asked to resubmit the Self-Declaration with corrected information.

### **Privacy and Customer Service**

Please see [Praesidium's Privacy Policy](#) for more information regarding the collection and protection of your information. Visit [Triton](#) for more information including their [Privacy Policy](#).

For frequently asked questions related to background screening see [Background Checks - FAQ](#). If you have any questions, please contact our Praesidium Support Team at 800-743-6354 or [support@praesidiuminc.com](mailto:support@praesidiuminc.com).