




COMPLETING INTERNATIONAL BACKGROUND CHECKS



By making background checks a step in our participant protection practices, WGI aims to protect vulnerable populations, support ethical practices, and maintain trust within the diverse communities we serve worldwide. This document will guide international groups on how to complete criminal background checks within various countries. For questions or if your country is not listed, please email Dr. Will Frankenger, Director of Participant Protection at will@wgi.org for support.

CANADA	CRIMINAL BACKGROUND CHECK	NETHERLANDS
<p>Completing a criminal background check in Canada is a straightforward process, but it can vary depending on the check. There are several methods to request a background check depending on the level of detail required.</p>	 <p>THE PROCESS</p>	<p>Completing a background check in the Netherlands involves following specific procedures depending on the type and purpose of the check. The most common background check in the Netherlands is the Verklaring Omtrent het Gedrag (VOG), or a Certificate of Conduct.</p>
<ul style="list-style-type: none"> • Criminal Record Check: This check reveals whether the individual has a criminal record and convictions in Canada. This is a federal-level check rather than a provincial level. • Vulnerable Sector Check: This more in-depth check includes searching for pardoned (or record-suspended) sex offenses. It's often required for jobs or volunteer work involving vulnerable populations (children, seniors, etc.). • Certified Criminal Record Check: This involves fingerprinting and is a more detailed check required for specific purposes like immigration, security clearances, or adoption. 	 <p>DETERMINE THE TYPE OF BACKGROUND CHECK NEEDED</p>	<ul style="list-style-type: none"> • Verklaring Omtrent het Gedrag (VOG): This is the primary background check in the Netherlands. It confirms that an individual's criminal history does not prevent them from performing their job or role. • Screening for Specific Sectors: Some sectors (such as education) may have additional screening requirements.
<p>WGI will require only the completion of the Criminal Record Check, as that check also includes checking for sex offenses. You do not need to complete the Vulnerable Sector Check or the Certified Criminal Record Check. Given that some groups work with vulnerable populations (children) practices might require the addition of the Vulnerable Sector Check.</p>	 <p>NUMBER OF BACKGROUND CHECKS NEEDED</p>	<p>WGI will require only the completion of the VOG. You do not need to complete the Screening for Specific Sectors, but given that groups may work with vulnerable populations (children) and are classified as teachers, specialized screenings may be required.</p>

CRIMINAL RECORD CHECK IN CANADA	HOW TO REQUEST IT	VOG (CERTIFICATE OF CONDUCT) IN THE NETHERLANDS
<p>Option 1: Through Local Police Services</p> <ul style="list-style-type: none"> • Contact Local Police: You can request a criminal record check through your local police department (e.g., RCMP, provincial, or municipal police). Each jurisdiction will have its process, and some may allow online applications, while others may require you to visit in person. Be sure the check they run is at the Federal level and not only for the Province. • Documents Required: Typically, you will need valid government-issued photo ID (e.g., passport, driver's license) and proof of address. • Processing Time: It may take a few days to a few weeks, depending on the police service and the type of check. <hr/> <p>Option 2: Online Criminal Record Checks</p> <ul style="list-style-type: none"> • Some third-party companies in Canada offer online criminal record checks. These services are often faster, and you can submit your request online by providing the necessary information and ID documents. Costs can run \$20-\$80 per check. <hr/> <p>Option 3: Online Criminal Record Check through OneSource</p> <ul style="list-style-type: none"> • WGI has partnered with a company called OneSource who does offer international background checks. As an international organization, WGI is committed to equity so we are thrilled to share that OneSource will provide the international background checks at the \$19 partner rate. To find out more about OneSource, click here. 	<div data-bbox="722 220 901 399">  </div> <p>OPTIONS</p>	<p>Option 1: Apply via the Employer (Electronic Application)</p> <ul style="list-style-type: none"> • Many employers initiate the application for the VOG on behalf of their employees. The employee will then receive an email with instructions on how to complete the application. The application can be submitted online through the Dutch Ministry of Justice and Security's website. • Required Information: Applicants need to provide personal details such as their Citizen Service Number (BSN), identification, and the purpose of the check (e.g., employment, volunteering). • Cost: The fee for an online VOG application is approximately €33.85. • Processing Time: Electronic applications are usually processed within 1 to 2 weeks. <hr/> <p>Option 2: Apply In-Person at the Municipality</p> <ul style="list-style-type: none"> • Individuals can also apply for a VOG at their local municipality (gemeente). This may be necessary if the employer does not facilitate an online application. • Documents Required: You will need valid identification (passport or ID card) and a completed application form (provided by the employer or organization requesting the check). • Cost: The in-person application fee is around €41.35. • Processing Time: The application typically takes 2 to 4 weeks for the VOG to be processed and sent by mail. <hr/> <p>Option 3: Online Criminal Record Check through OneSource</p> <ul style="list-style-type: none"> • WGI has partnered with a company called OneSource who does offer international background checks. As an international organization, WGI is committed to equity so we are thrilled to share that OneSource will provide the international background checks at the \$19 partner rate. To find out more about OneSource, click here.

OTHER CONSIDERATIONS

Employer's Role: Employers must ensure they comply with Dutch laws on privacy and data protection (GDPR) when requesting background checks. They must have a valid reason for requesting a VOG or other background checks.

Consent: Background checks in the Netherlands require the individual's consent, and checks without permission are not allowed.