

## Block Parent® Applicant Personal Tracker

**Block Parent® Office  
Contact Information:**

**466 Gertrude Avenue  
Winnipeg, Manitoba  
R3L 0M8**

**Phone/Fax:  
204-284-7562**

**Email:  
bppw@mts.net**

**Monday-Friday: Noon-5pm**

We understand that the Police and Child Abuse checks that are required to become a Block Parent® can get a little confusing. This personal application tracker is designed to help you keep the paper work organized and to make sure no checks are missed which would cause a big delay on your application approval. It will help you understand and work through the application process. The Block Parent® office does not need a copy of this form.

The Three steps to becoming a fully approved Block Parent® are:

\*\*Everyone 18 and older in the home must complete Step 2 and Step 3\*\*

**Step 1:** Fill out the application and send it to the Block Parent® office.

- This can be mailed in, Faxed, or sent via email.
- This form is kept on file at the block Parent® office for contact purposes only.

Date submitted to office:  **Complete**

**Step 2:** Fill out Child Abuse Registry form(s) that was mailed to you from the Block Parent® Office **and send the filled out forms back to the Block Parent® office.**

- **Date and Sign Part 1: Consent to collection & Disclosure of information and results.**
- **Complete part 2 – section B only. Date and Sign.**
- Once complete, send back to the Block Parent office via mail, Fax, or email. We take care of the rest.

Date submitted to office:  Number of forms:  **Complete**

**Step 3:** Attend a Police Service Center and complete a Criminal Record Check in person.

- Two pieces of ID are required
- This process takes a month to complete. You will be mailed a certificate from Winnipeg Police upon completion and the Block Parent office will need a copy of the certificate. You keep the original.
- Some applicants may be required to have fingerprints taken (if your name and birth date matches the name and birth date of someone else with a criminal record.) If this is the case, you will need to get a letter from the Block Parent® office to avoid the fees charged for fingerprinting.
- The locations and hours of operation of the Police Service centers are:

(Downtown) Public Safety Building	151 Princess Street at William Avenue 24 hours, seven days a week
(North) 260 Hartford (West) 2321 Grant Avenue (East) 1750 Dugald Road	These service centers are open from 8:30 am to 6:30pm seven days a week

Date applied on:  Date submitted to Office:  **Complete**

Once all three steps are complete, you will be contacted by the Block Parent® office and a sign will be arranged to be delivered to your home. If you need any additional forms mailed out to you, please call the Block Parent® office.



*In Conjunction with the Winnipeg Police Service*

