

# Rotary

## District 5370



### Steps to acquire District Certification to work with Vulnerable Persons

1. Go to your local police agency in your community and apply for a Vulnerable Persons Record Check
2. Once you have received the original VPRC back please **SCAN** the document and **EMAIL** a copy of it to [securitychecks@rotary5370.org](mailto:securitychecks@rotary5370.org)
3. Originals are not required. Keep your original to reuse for any other volunteer positions!
4. Once you are certified to work with vulnerable persons in our district you will receive a letter of certification from the district office to keep in your files. That letter will tell you the length of certification you have.
5. Forward that electronic document, Letter of Certification, to your club leadership for their record
6. Remember to mark the expiry date of your certification on your calendar so you know when to reapply