



Ward & Uptigrove
Human Resources Solutions



Background Check Services

March 2026

Background Check Services

About this tool:

Our Background Check Services tool helps employers make informed hiring decisions with reliable, compliant screening options. Through our partnership with Mintz Global Screening, we offer comprehensive checks—including criminal records, employment and education verification, credit reviews, driver's abstracts, and professional accreditation validation. All screenings are conducted with written consent and in full compliance with Personal Information Protection and Electronic Documents Act (PIPEDA), ensuring secure handling of personal information and timely, clear reporting of results.

Our Support Can Include:

- Provide comprehensive background screening services, including criminal checks, driver's abstracts, employment and education verification, credit checks, and professional accreditation validation
- Offer flexible combination packages (capped at \$200 + HST) tailored to your hiring needs
- Partner with Mintz Global Screening to ensure secure, accurate, and professional screening services
- Ensure all checks are conducted with written consent and in compliance with Personal Information Protection and Electronic Documents Act (PIPEDA)
- Manage the process from initiation to final report, including candidate communication
- Provide clear results (Clear or Not Clear) and guidance on next steps if concerns arise
- Deliver timely reports, typically within 2–5 business days
- Offer international screening packages upon request



How to contact us:

For further discussion or assistance, please reach out to:

✉ HRresults@w-u.on.ca

☎ (519) 291-3040

wardanduptigrove.com/hr-solutions

Disclaimer:

The content provided is for general informational purposes only and is not to be considered legal advice. While believed to be accurate at the time of publication, Ward & Uptigrove does not guarantee accuracy over time. Ward & Uptigrove is not responsible for links to external resources which users' access at their own risk.

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National Criminal Check	\$65.00 + HST Verifies whether an applicant has a criminal history, helping employers assess trustworthiness and safety risks.
Drivers Abstract	\$50.00 + HST Verify an individual's driving history and ensure they are fit to operate a vehicle, especially if driving is part of their job responsibilities.
Employment Verification	\$50.00 + HST Confirms previous job titles, dates of employment, reasons for leaving, and eligibility for rehire.
Education Verification	\$50.00 + HST Validates diplomas, degrees, and certifications to ensure academic credentials are legitimate.
Credit – Regular	\$50.00 + HST Provides financial background information, useful for roles involving financial responsibility.
Professional Accreditation	\$65.00 + HST Validate the status and credibility of professional credentials, certifications, and memberships in trade or professional associations.
We offer combination packages, with pricing capped at a maximum of \$200.00 + HST. Combination packages can include any mix of the above services.	

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W&U HR Solutions provides various background check services through Mintz Global Screening. Mintz emphasizes strong data protection practices. They comply with PIPEDA, require written consent, and use e-IS verification to confirm identity.

What to expect:

- Once a background check is initiated through our system, participant will receive an email directly from Mintz prompting them to provide the required information.
- All checks require candidate consent and are conducted in compliance with PIPEDA and privacy best practices.
- After the background check is complete, we will notify you if the result is **Clear** or **Not Clear**.
- Clear indicates no red flags or concerns were noted
- If the result is Not Clear, we will contact you directly to help you understand the findings and discuss next steps.
- Additional fees may apply based on the scope of a Not Clear result.

Background Screening Process:

- Reach out to us via email at HRresults@w-u.on.ca to request a background check. This must be completed through Ward & Uptigrove Human Resources Solutions.
- All listed prices are subject to change and do not include HST.
- General turnaround time for completed reports is 2–5 business days, based on participant's responsiveness and the scope of the check.

International packages are available upon request with outlined fees. International checks may require additional fees and extended timelines.