

Criminal Record Check Information

Police Information Checks & Vulnerable Sector Checks

As a KPU student involved in Experiential Learning, you may be required to have a Police Information Check completed before you are eligible to begin your placement. The requirement for Police Information checks is established by the community partner and is based on the needs of the position; it applies to all on-site volunteers, not just KPU students.

What is a Police Information Check?

A Police Information Check is conducted by your local police department. It consists of a query of the RCMP's database (CPIC), and a search of local police records.

The released records may include:

- Any Criminal Code or other Federal Statute offence including those for which you have been judged not criminally responsible because of a mental disorder.
- Any pending/outstanding federal or provincial charges.
- Whether you are on probation or subject to a Probation Order.
- Any violation of provincial laws (such as traffic violations or liquor-related violations).
- Records of abuse of children, including allegations of offences where charges were not laid.
- Pardoned sex offense convictions.¹

Why am I being asked to complete a Police Information Check?

Organizations that provide programs to children and other vulnerable people must take reasonable measures to protect them. The request that you consent to a Police Information Check does not mean that the organization does not trust you or that they have concerns about you. It does mean that the position you are applying for is considered to be in a position of trust and that the organization is taking reasonable steps to protect those for who they are responsible. Often, a Police Information Check is a standard component of an organization's volunteer screening. Whether or not you are required to obtain a Police Information Check will be determined by the policies of the organization.

What If I have a criminal record?

If you have a criminal record it does not necessarily mean that you cannot volunteer. Each individual organization will be responsible for evaluating your application and may consider factors such as: the nature of the work, the nature of the offense, and the relevance of the criminal record to the position for which you are applying.

How do I complete a Police Information Check?

You request a Police Information Check by visiting the police detachment in your municipality of residence.

- You must be able to prove your residence. (Either with ID, a piece of addressed mail, etc.)
- You must present two pieces of ID from the list of acceptable documents, and at least one of the pieces must have a current photo and date of birth.
- You need to submit a "proof of volunteer placement" letter from the organization that you intend to volunteer with in order to complete the check. Note: in some municipalities where there is a fee to obtain check, a letter of confirmation from your community partner may result in the fees being waived.
- Different municipalities may require you to complete additional forms.

¹Since the 2001 change to the Criminal Records Act, criminal records of pardoned sex offenders can be made available to organizations that work with vulnerable people. Written consent must be provided by the individual in order for the police department to release information about pardoned sex offenses.

Accepted ID

- Valid driver's license with photo
- Valid BC identification card with photo
- Valid Canadian passport (expired passports not accepted)
- Birth certificate
- Valid Certificate of Native Status Card
- Valid Canadian citizenship card
- Valid Permanent residency card
- Valid Nexus card
- **Your Care Card, Social Insurance Number Card, and/or Student Card will not be accepted as identification**

**The new BC Services Card, introduced in February 2013, combines the BC driver's licence and Care Card. The card is considered one form of identification.*

Proof of Volunteer Placement Letter

- Must be on organizational letterhead
- Must include applicant's name
- Must indicate if the applicant will be involved with or responsible for children or the vulnerable sector
- Must verify that the applicant is volunteering a service
- Must include the name and title of the person requiring the record check, as well as the full agency address and phone number

You can apply online or in person

Online - Available only for students who:

- Have had a Canadian address for the last 2 years, and
- Have a credit history for the past 6 months (i.e. have had a credit card)

To fill out online, go to: **<https://justice.gov.bc.ca/eCRC/home.htm>**

To submit an in-person Police Information check, fill out the form and bring it in to the closest municipal office.

"Police Records Check." *The Vancouver Police Department | Beyond the Call*. N.d. Web.
<<http://vancouver.ca/police/organization/records-checks-fingerprinting/police-records-check.html>>.

"Vulnerable Sector Checks - Royal Canadian Mounted Police." *Royal Canadian Mounted Police | Gendarmerie royale du Canada*. Web. 19 June 2013.
<<http://www.rcmp-grc.gc.ca/cr-cj/vulner/index-eng.htm>>.

"Vulnerable Sector Checks – Frequently Asked Questions." *Royal Canadian Mounted Police | Gendarmerie royale du Canada*. Web. 2 Aug 2013.
<<http://www.rcmp-grc.gc.ca/cr-cj/vulner/faq-eng.htm>>.

"B.C. Police Information Checks – Children and Vulnerable Adults" *British Columbia Ministry of Justice*, N.d. Web.
<<http://www.pssg.gov.bc.ca/criminal-records-review/>>

Police Information Check Locations

Note: the information below is subject to change. Please verify with your local detachment.

<p>Surrey RCMP http://surrey.rcmp.ca Main Detachment 14355 57 Avenue Surrey BC V3X 1A9 <i>Monday to Friday – 7:00am to 7:00pm</i> <i>Saturday & Sunday – 9:00am to 4:00pm</i></p>	<ul style="list-style-type: none"> • \$65 but the fee may be waived if you are volunteering within the City of Surrey with a Letter of Reference. • Surrey residents volunteering outside Surrey will still be required to pay the fee. • You will be required to provide a letter from the organization requesting the check. • Police Record Checks are sent directly to the organization.
<p>Richmond RCMP http://www.richmond.ca Richmond Community Safety Building 11141 No.5 Road Richmond, BC <i>Daily 8:00am-7:00pm</i> <i>Weekend and Statutory holidays: 8:00am – 5:00pm</i></p>	<ul style="list-style-type: none"> • \$58.75 but the fee may be waived if your Police Information Check is for a volunteer position that takes place within the City of Richmond with a Letter of Reference. • \$ 25 if you are volunteering outside of the City of Richmond with a Letter of Reference.
<p>Vancouver Police Department http://vancouver.ca/police/ 2120 Cambie St Vancouver, BC <i>Daily 8:00am-5:00pm (open statutory holidays)</i></p>	<ul style="list-style-type: none"> • \$25 for volunteers and you will be required to provide a letter from the organization requesting the check (without letter, cost is \$70). • VPD will release Police Record Check information directly to the applicant who will be responsible for sharing the information with the requesting organization.
<p>Burnaby RCMP http://burnaby.rcmp.ca Main Detachment 6355 Deer Lake Avenue Burnaby, B.C V5G 2J2 <i>Daily 8:00am to 8:00pm (open statutory holidays)</i></p>	<ul style="list-style-type: none"> • \$60 but the fee may be waived if your Police Information Check is for a volunteer position. • You will be required to provide a letter from the organization requesting the check. • Only one volunteer application may be processed for free per individual per calendar year. Any additional applications will be subject to a \$10.00 processing fee.
<p>North Vancouver RCMP http://northvan.rcmp.ca North Vancouver RCMP Detachment 147 East 14th Street North Vancouver, BC V7L 2N4 <i>Monday to Friday – 8:00am to 7:00pm</i> <i>Saturday & Sunday – 10:00am to 6:00pm</i> <i>Closed all statutory holidays</i></p>	<ul style="list-style-type: none"> • \$55 but the fee may be waived if your Police Information Check is for a volunteer position. • You will be required to provide a letter from the organization requesting the check. • The Police Information Checks will not be automatically forwarded to employers.
<p>Langley R.C.M.P. Detachment 22180 - 48A Avenue Langley, BC V3A 8B7 Phone: 604-532-3200 Email: LangleyRCMP@rcmp-grc.gc.ca <i>Monday - Friday: 8:00am – 8:00pm</i> <i>Sundays & Holidays: 10:0am – 6:00pm</i></p>	