



Non-sensitive

Non-Commissioned Officer in Charge
31 - 11th Avenue South
Cranbrook, BC
V1C 2N9

Your File

School District No. 5
940 Industrial Road No. 1
Cranbrook, BC
V1C 4C6

Our File

2015-04-07

Dear Sir / Madam:

RE: New Criminal Record Check

The British Columbia Ministry of Justice has introduced the new 'Police Information Check' (PIC) and the 'Police Information Check with Vulnerable Sector' (PIC-VS). These forms will replace the old Criminal Record Check form. Please destroy all former Criminal Record Check forms and begin distributing the enclosed new PIC and PIC-VS applications for all future use. Effective April 27, 2015 the old version of the Criminal Record Check form will no longer be accepted by our office. Please note that further changes to the process include but are not limited to:

- Applicant must produce one current, government issued photo identification and one piece of identification verifying name and date of birth
- In order to have fees waived, volunteer applications **must** be accompanied by a letter from the volunteer organization, on the organization's letterhead containing the following information:
 - 1 The name and address of the organization that requires the screening
 - 2 Applicant's name
 - 3 The reason for the screening (e.g., coach, etc.) and who the applicant will be working with e.g. (children, seniors, disabled people, etc.)
 - 4 A statement that the applicant will not be paid for the work nor compensated for any expenses
- The results of the police check will not be forwarded to anyone but the applicant, even with consent

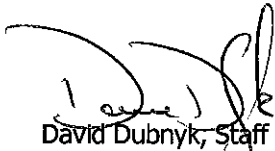
Non-sensitive

If the position involves operation of a motor vehicle, obtain a BC Driver's Abstract from the Superintendent of Motor Vehicles. The Police Information Check *does not* include traffic violation tickets, Motor Vehicle Act or Municipal Bylaw offences.

At this time the fee for processing a PIC remains at \$25.00 however, is subject to change.

I thank you for your patience while we transition to this new process. If you have any questions regarding the new forms or process, please contact our office during business hours at 250-489-3471.

Sincerely,



David Dubnyk, Staff Sergeant
Non-Commissioned Officer in Charge
Cranbrook RCMP Detachment

Encl:



Police Use Only
Date Received :

Police Information Check

IDENTIFICATION – one form must be photo ID (office use only).

Type of ID Produced:	Number:
Type of ID Produced:	Number:

INSTRUCTIONS FOR COMPLETION

(PERSONAL INFORMATION ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF THE BC FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT & FEDERAL PRIVACY ACT)

Please complete clearly in ink

You must apply in person at the Police Agency in the jurisdiction you reside. At the time of application you must present:
 Any applicable fee (see website for costs and payment options).
 One piece of current, government-issued photo identification and one piece of identification verifying name and date of birth.
 If you are unable to provide proper identification the police agency cannot complete your check.

Your Police Information Check will review all available law enforcement systems, including any local police records. This check will NOT include: overseas or US records, traffic tickets, Motor Vehicle Act offences or municipal bylaw offences.

The results of this check will not be forwarded to a third party
 (with the exception of confirmed positive Vulnerable Sector responses).

PART 1 – PERSONAL INFORMATION (COMPLETED BY APPLICANT)

LAST NAME	FIRST NAME	MIDDLE NAME(S)
PREVIOUS NAMES (including name changes and birth/maiden name)		SEX (circle one) M F
DATE OF BIRTH (YYYY/MM/DD)	PLACE OF BIRTH:	
ADDRESS (Apartment, street # and name)	CITY	PROV POSTAL CODE
PHONE NUMBER (residence)	PHONE NUMBER (cell)	

PREVIOUS ADDRESS (LIST ALL ADDRESSES WITHIN THE LAST FIVE YEARS)			*Check Completed (office use only)
STREET NAME: _____	CITY: _____	PROVINCE: _____	<input type="checkbox"/> yes <input type="checkbox"/> no
STREET NAME: _____	CITY: _____	PROVINCE: _____	<input type="checkbox"/> yes <input type="checkbox"/> no
STREET NAME: _____	CITY: _____	PROVINCE: _____	<input type="checkbox"/> yes <input type="checkbox"/> no
STREET NAME: _____	CITY: _____	PROVINCE: _____	<input type="checkbox"/> yes <input type="checkbox"/> no
STREET NAME: _____	CITY: _____	PROVINCE: _____	<input type="checkbox"/> yes <input type="checkbox"/> no

REASON FOR APPLICATION (check appropriate): Volunteer (attach letter) - Employment Other (specify below)

Key Contact Name: _____

Volunteer Agency/Employer Name: _____

Volunteer Agency/Employer Address and Phone Number: _____

IS YOUR REQUEST RELATED TO WORK/VOLUNTEERING WITH VULNERABLE PERSONS: YES NO

(If yes – please complete Vulnerable Sector Search Consent FORM 1 on page 2)



Reference Number to be completed by detachment

Consent for Check for a Sexual Offence for which a Record Suspension (Pardon) has Been Granted or Issued (Vulnerable Sector Verification)

PIB CMP PPU 005 and CMP PPU 030

This form must be submitted with RCMP form 6388 - Consent for the Release of Police Information

This form is to be completed by an individual applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons, if the position is a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule of the Criminal Records Act and has been pardoned.

To be used only for organizations inside of Canada.

Part 1 - Identification of the Applicant

Form with fields: Surname, Given name, Gender (Male/Female), Date of birth (yyyy-mm-dd)

Part 2 - Reason for the Consent

I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.

Form with fields: Title of the paid or volunteer position, Name of the person or organization

Details regarding the responsibilities towards children or vulnerable person(s)

Options: Paid position (fee enclosed) http://www.rcmp-grc.gc.ca/cr-cj/fee-frais-eng.htm, Volunteer position (letter from non-profit organization attached)

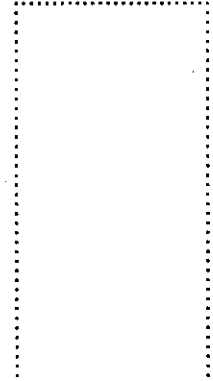
Part 3 - Consent

I hereby consent to a search being made in the automated records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted or issued a Record Suspension (Pardon) for, any of the sexual offences that are listed in the schedule of the Criminal Records Act.

I understand that if, as a result of giving this consent, a search discloses that there is a record of my conviction for one of the sexual offences listed in the schedule of the Criminal Records Act in respect of which a Record Suspension (Pardon) was granted or issued, that record shall be provided by the Commissioner of the Royal Canadian Mounted Police to the Minister of Public Safety, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

Fingerprint: For card scan submissions only.

Form with fields: Contributing agency, Signature of applicant, Date (yyyy-mm-dd)



Part 4 - Verification

Form with fields: Name of verifier, Title, Date received

Finger: _____

DECLARATION OF A CRIMINAL RECORD (if applicable) – Completed by Applicant

By declaring any offences of which you have been convicted, your criminal convictions record can be confirmed without needing to submit your fingerprints for verification of your identity and the processing-delay that this causes.

- **Please list below** all offences of which a judge has convicted you (whether indictable or summary) and specifically identify the offence, date you were convicted, and place where the offence was committed.
- **Do Not** disclose convictions for which you have received a pardon pursuant to the *Criminal Records Act*, or charges that were dismissed, stayed, or resulted in absolute or conditional discharges.
- **Do Not** disclose offence convictions where you were found guilty of an offence committed while you were a "young person" (younger than eighteen years), pursuant to the *Youth Criminal Justice Act*.

Date of Conviction	Nature of Offence	Location/Jurisdiction

Signature of Applicant

Date signed

Applicant Name	Applicant DOB
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SEARCH AND DISCLOSURE CONSENT, AND LIABILITY RELEASE

I request and consent to the Royal Canadian Mounted Police and its employees searching any policing agency or court databases, based on the information I have provided, in order to locate any records and information in which I am referred to, and to report, by way of this form, any formal criminal records or pending charges that I am the subject of. If I have indicated that I will be working with the vulnerable sector, I also request and consent to the reporting of any documented adverse contact with police, any incident in which no charges were laid, or any matter regulated by provincial statutes, that I am the subject of. I understand that records may continue to exist even if they are no longer listed in particular records database indices.

I understand that information collected as a result of this Police Information Check will only be released **directly to me and not to any third party**; however, I specifically intend to provide the reported information to the employer or volunteer agency that I have listed. I understand that they alone, and not the police, will determine the impact of any reported search results, on whether I obtain the position for which I am being considered. I understand that the accuracy of the reported information, to be disclosed to me, is not and cannot be guaranteed, and may include errors or omissions.

By my signature below, and for and in consideration of this Police Information Check being completed for me, the receipt and sufficiency of which I hereby acknowledged, I agree not to bring any legal actions, claims or demands, for losses or damages, including indirect or consequential, that I might sustain by reason of the Police Information Check being performed for me, against the Corporation of the City of Cranbrook, the Royal Canadian Mounted Police and any employees thereof, and to release them each from any and all liability and any actions, claims or demands, even if arising from their negligence or even gross negligence.

I have read and understood this form, and in particular this section, and by signing below I am consenting to the above terms. By signing, I also certify that the information that I have provided is true and correct to the best of my knowledge and belief.

Signature of Applicant

Date Signed

*******FOR OFFICE USE ONLY*******

QUERY TYPE	Queried by:	Negative	Attached	Date
CPIC				
PRIME				
PIP/LEIP				
JUSTIN				
VS - FP REQ.				

NOTES (office use only):
