

Guide to Criminal Record Check (CRC) for Volunteers in Parishes without Municipal Police Services

The Criminal Record Check is applicable in all communities without a municipal police service and is conducted through the RCMP. The Criminal Record Check is considered an equivalent check to the Police Information Check for volunteer screening. The process may vary slightly from location to location. As such, Volunteer Coordinators should check with the local RCMP detachment to ensure the proper steps to have the Criminal Record Check completed.

The following instructions are to assist applicable volunteers and Parish Volunteer Coordinators to provide the accurate information necessary for the RCMP to process the CRC application appropriately.

Obtaining the Application Form:

Criminal Record Check forms typically **need to be completed at the RCMP detachment**. As such, all volunteers would need to go in person to the RCMP detachment with their Volunteer Confirmation Letter and two pieces of government-issued ID (one piece with a picture) to complete the form.

Completing the Application Form:

Part 1 – Fill in all fields in this section of the form.

Part 2 – The full name here should be the name of your Parish Volunteer Coordinator and the name and address of the organization should be the name and address of the parish you are volunteering at. Please ensure you have this information confirmed prior to going to the RCMP detachment.

Part 3 – No filling or signing is required in this portion of the form.

Part 4 – Sign and date this section.

Part 5 – All categories of information disclosure is desired for volunteer screening. As such, please **initial in ALL (numbers 1-4) of the left boxes**.

Should you be working with members of the vulnerable sector (persons under the age of 18 or older than 65 or possessing disabilities that would make them more vulnerable), check the box at the bottom of the page and fill all information on the reverse side of the form.

Submitting the Application:

Once completed, you will be asked for your **two (2) pieces of government issued ID** to be verified and the RCMP Member will accept and sign your form. Once this is done, you should receive a response usually within 7-10 days. Once received, please confirm with your Parish Volunteer Coordinator that everything has now been complete.