

Criminal Record/Vulnerable Sector Check Application Process Information

The following information is provided regarding the process of obtaining Criminal Record/Vulnerable Sector Checks from Grande Prairie RCMP Detachment. It outlines some basic information to assist you in determining what type of check is appropriate for your volunteers/employees, as well as what our requirements are.

We offer two types of checks. The Name-Based Criminal Record Check is a basic check in which results will indicate whether or not there is a possible match to a registered criminal record only.

A Vulnerable Sector Check is a search for information relating to a PARDONED sex offence. A person who is seeking a paid or voluntary position in which they will be in a "position of trust" (definition below) must apply for a Vulnerable Sector Check at the same time as their Criminal Record Check application. There is no additional fee for a VSC. In addition to the standard Criminal Record Check application, they must sign a "Consent for a Criminal Record Check For a Sexual Offence For Which a Pardon Has Been Granted or Issued". It gives the police agency the authority to search databases for pardoned sex offences.

In addition to the above, results of a Vulnerable Sector Check (VSC) will also indicate whether or not there is a possible match to a registered criminal record plus other adverse information located in police files.

Definition of "Position of Trust":

A paid or volunteer position dealing with vulnerable people. Vulnerable people can include children, youth, senior citizens, people with physical, developmental, emotional, social, or other disabilities, but will also include people who have been victims of crime or accident, those who are addicted to or dependent on addictive substances, and those who are otherwise left with little or no defense against persons who would harm them.

As you may be aware, Vulnerable Sector Check applicants must sometimes provide fingerprints in order for us to complete the check. If that is the case, we will contact them by telephone a few days after their application has been made.

Application Requirements

Volunteers who require Criminal Record/Vulnerable Sector checks will be fee exempt if they provide us a signed letter verifying their volunteer status from your organization.

Volunteer letters requesting fee exemption should contain the following information:

1. One volunteer must be named per letter on the applicable organization's letterhead. (We are unable to accept a single request with multiple names of applicants.)
2. A statement confirming the applicant's volunteer status.
3. An indication as to whether or not a Vulnerable Sector Check is required.

Also for your information, the following is our Fee Structure (Grande Prairie RCMP only):

Criminal Record/Vulnerable Sector Check - \$40.00

The following exceptions apply:

Volunteers - FREE (for not-for-profit entity and sanctioned school activities). Verification letter is required.

Students - \$15.00 (for practicum students in post-secondary educational institution). Student identification must be provided.

Fingerprinting - \$50.00 (FREE for volunteer applicants with verification letter).

Acceptable Identification for Criminal Record Checks

At the time of application, each volunteer will be required to provide two pieces of government issue I.D. The following information pertains to what we will accept for identification:

- MUST provide 2 pieces Government issue ID (1 with picture, 2nd with date of birth)
- MUST be CURRENT, NOT expired
- MUST be original document (photocopies could be tampered with)

PICTURE:

Driver's License

Provincial issued Identification card

Passport

Permanent Resident

Indian Status

Firearms Possession OR Firearms Possession/Acquisition

SECOND PIECE (Must have date of birth):

Provincial Health Care (as long as it has birth date and not expired)

Birth Certificate

WIN (Wildlife Identification Number)

Watercraft License

Work Visa

Immigration Document

Metis card

ACCEPTABLE FOREIGN I.D.

Passport

Visa Permit

Refugee Status card

If it is issued by a Provincial/Federal "Government" AND has date of birth on it AND is not expired we can use it.

SIN# can NOT be used – DOES NOT HAVE DATE OF BIRTH

Children aged 12 – 18 (who have only 1 piece of I.D.):

Parent and/or guardian **must** be present because they are minor.

Second piece of ID listed on paperwork would be Parent/Guardian's picture ID.

Parent will provide their picture ID and vouch that child is the person identified on second piece of identification.

Child ID that they could provide: Birth Certificate, Provincial Health Card, Passport.

Student Identification cards are NOT Government issue.

Please forward this to anyone in your organization who will benefit from the information provided and feel free to contact me anytime if there are any questions or concerns.

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