

RCMP Criminal Record Check Procedures:

The North Vancouver RCMP has given us the following instructions for **North Vancouver resident** Volunteers. It should help to make this a smooth process.

If you are not a resident of North Vancouver, please contact our Executive Director for instructions on how to obtain your CRC.

Malouf Blanchard E: info@vass.ca T:(604) 646-8277

Volunteers must drop off / complete the process in person at their local RCMP detachment.

The CRC may be downloaded and filled out prior to completing the process in person at their local RCMP detachment. Volunteers should allow approximately 2 weeks for the processing.

Instructions:

- Go to <http://www.rcmp-grc.gc.ca/form/index-eng.htm> and download:
 1. **RCMP-GRC 3584e** (Form **must** print on one sheet of paper)
 2. **RCMP-GRC 3923e** (Form **must** print on one sheet of paper)
- Print both forms on your Printer (each form **must** print on 1 sheet of paper)
- **OR** you can go to your local RCMP detachment & fill out the forms there.
- ****Part 2 Disclosure** Contact is Malouf Blanchard, Executive Director, Vancouver Adaptive Snow Sports, 125A 1030 Denman Str.-#322, Vancouver, BC V6G 2M6. Bring this information with you!
- Download and print the **Volunteer Letter to Request a CRC**
Without this letter you will have to pay for the CRC.
- Complete all required sections of **BOTH forms** and initial **all 4** boxes under the Category of Information for Disclosure section on the bottom of the RCMP-GRC 3584e form
- Bring the **completed forms** and your **Volunteer Letter** to your local RCMP detachment along with a photo ID and a 2nd piece of ID. You **must** provide one form of identification showing your current address in North Vancouver (drivers licence is good because it has both a photo and your address). If you have no ID that shows your current North Vancouver address, a BC Hydro, Telephone, or similar bill showing your name and address will suffice.

RCMP Location:

- North Vancouver RCMP Detachment
147 East 14th St. 604-985-1311
Office Hours: 8 am – 7:00 pm daily