



Criminal Record Check for Ladysmith Family and Friends:

Ladysmith Family and Friends (LaFF) requests that all volunteers, that interact with the children and families who participate at LaFF, have a criminal record check completed.

Please be advised that the bearer _____ (enter volunteers name) of this form has been requested by Ladysmith Family and Friends, a non-profit organization, to submit to a criminal record check so that they can volunteer at Ladysmith Family and Friends whose program offers services to children ages 0-6 and their families/caregivers.

The results of this check should be marked Confidential and forwarded to:

Jacquie Neligan, Coordinator
Ladysmith Family and Friends
P.O. Box 1830, Ladysmith, BC, V9G 1B4

Or call 250-210-0870 for pick up.

Thank you.

Information From the RCMP Detachment

Criminal Record check applications need to be submitted to the Police Detachment in which you reside.

The RCMP has enhanced the screening measures for individuals applying for positions of authority or trust relative to vulnerable persons.

If you are 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, there is a possibility that your fingerprints may have to be taken and sent to the Canadian Criminal Real Time Identification Services located in Ottawa for screening purposes.

If fingerprints are required, you will be notified. They will be obtained in Ladysmith only on Friday mornings between 8-10 am. Please check your local detachment for available times. If the application is for volunteer purposes, a letter on the organization's letterhead must accompany the application and there will be no cost.

Fingerprints submitted for vulnerable sector purposes will be treated as a priority to reduce processing times. This may take 120 days to complete.

Two pieces of ID are now required when you submit your record check. Please bring your Drivers License and another government issued identification which contains either your picture or signature.

If you are under age 18 you must have your parent present when submitting your Criminal Record Check along with any photo and or signature ID that you might have – driver's license, school ID, passport, etc.

Thank you.



App. 28.5.1. - Civil Criminal History/Record Checks

A business, government agency or non-profit organization has asked you to get a criminal history/record check from the RCMP. As part of the RCMP's commitment to professionalism, this detachment would like to explain to you what a criminal history/record check with the RCMP is, so that when you fill out the form, you will know exactly what the RCMP is going to do with it.

1. You will have to show identification that has a photograph and a signature.
2. Your local RCMP detachment does not have to complete this check for you. They may ask you to get your criminal history/check done formally by the RCMP in Ottawa.
3. The RCMP will not complete the check unless you initial all 4 boxes at the bottom of the form on the left side.
4. To complete the check, the RCMP will use all police information available to them, including information from other Canadian and certain foreign police forces.
5. If the RCMP finds any adverse information about you, it will place a check mark in the appropriate "may or may not exist" box on the form. This means that criminal convictions are not the only adverse information that will show up on the form.
6. In particular, the RCMP will check "may or may not exist" for box 4 if you have been, in relation to a municipal, provincial or federal offence:
 - i. the subject of a complaint
 - ii. a confirmed suspect
 - iii. charged or convicted for an offence and your fingerprints were not or could not be taken
 - iv. acquitted of a charge or had a charge stayed
7. The RCMP will also check "may or may not exist" for box 4 if the police have dealt with you under the Mental Health Act.
8. Pardons, certain youth records, and certain conditional and absolute discharges will not show up on this form.
9. The RCMP will not be able to give this form to someone else, even with your permission, if you are a youth or you have any youth records with adverse information.
10. The RCMP will discuss box 4 "may or may not exist" check marks with you before they give the information to someone else. The agency you want to work or volunteer for may be able to find out from the RCMP if you are telling them the truth about your criminal history/record. Please remember that when you answer the agency's questions about the results of the check.
11. If you are going to be working or volunteering with "vulnerable persons" (children, handicapped people, medical patients, the elderly, etc.), you will also have to fill out forms 3923 and 3924.



Royal Canadian Mounted Police

Gendarmerie royale du Canada

CONSENT FOR DISCLOSURE OF CRIMINAL RECORD INFORMATION

PART 1

IF COMPLETED MANUALLY, PLEASE PRINT

Form with fields for Surname, Given name (1), Given name (2), Sex, Tel. no., Address, City, Province, Postal code, Date of birth, Place of birth, Driver's licence no., Usual first name or alias, Maiden name/Any other Surname, Previous address, City, Province, Postal code.

PART 2

Pursuant to Section 8(1) of the Privacy Act of Canada, I hereby authorize the Royal Canadian Mounted Police to disclose my personal information to:

Form with fields for Full name, Title, Name of organization, Address, City, Province, Postal code.

PART 3

WAIVER AND RELEASE:

I hereby release and forever discharge Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns from any and all actions, causes of actions, claims and demands for damages, loss or injury, which may hereafter be sustained by myself, howsoever arising out of the above authorized disclosure of information and waive all rights thereto.

PART 4

This consent is valid for a period of three months from the date of signature.

Signed this ___ day of ___ Signature of applicant

PART 5

Following is information contained in the records of the RCMP or records from other police forces accessible through computer queries and is based on a name and date of birth check only. **A record may or may not exist for the subject of this inquiry, positive identification and a certified criminal records check can only be obtained through a fingerprint check. This can be made with the submission of a complete set of fingerprints to:

INFORMATION AND IDENTIFICATION SERVICES
CANADIAN CRIMINAL RECORD INFORMATION SERVICES
1200 Vanier Parkway
OTTAWA, ONTARIO K1A 0R2

YOUNG OFFENDER INFORMATION - The Youth Criminal Justice Act/Young Offenders Act make it an offence to disclose young offender information. In cases where an adult's record contains young offender information or a young offender requests a copy of his/her criminal record, the criminal record information MUST be given to the requester. Individuals can disclose their own information, but even with consent the RCMP are not legally permitted to disclose young offender information.

INSTRUCTION TO REQUESTERS: The following section contains varying degrees of police information.

- Confirm with the party identified in PART 2, the exact information they require.
- Choose the category which best symbolizes the information you are providing consent for the RCMP to disclose and place your initials in the appropriate INITIALS box.
- The party identified in PART 2 will be advised accordingly of negative checks.
- Checks resulting in possible "hits" for information identified in categories 1, 2 or 3 will require confirmation by the submission of fingerprints.
- You will be required to confirm that information located through the checks stipulated in category 4, is your personal information.
- You may withdraw this consent prior to disclosure.

Table with 3 columns: No., Initials, Category of Information for Disclosure, and FOR POLICE USE ONLY. Contains 4 rows of information categories and checkboxes for 'None located' and 'May or may not exist'.

COMPLETED BY

Member (signature), Reg. no., Unit, Date

"This check does not include offences under the Motor Vehicle Act. Contact ICBC for a Certified Driving Extract."



CRIMINAL RECORDS - CONSENT FOR CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED

This form is to be used by a person 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 to the *Criminal Records Act* and has been pardoned.

Identification of the Applicant				
Surname		Given Name(s)		
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (yyyy-mm-dd)	Place of Birth (city and province)		
Home Address		City	Province	Postal Code
Previous addresses, if any, within the last 5 years				

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.	
Description of the paid or volunteer position	Name of the person or organization
Details regarding the children or vulnerable person(s)	

Consent

I, _____ consent to a search being made in the automated criminal 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 pardon for, any of the sexual offences that are listed in the schedule to the *Criminal Records Act*.

I understand that, 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 to the *Criminal Records Act* in respect of which a 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.



Contributing Agency	
Signature of Applicant -	Date (yyyy-mm-dd)

Finger: _____