**Coquitlam RCMP-GRC Police Information Check – Application form**

Persons requesting a Criminal Record Check must do so in person and must provide written consent using Coquitlam RCMP-GRC Police Information Check Form.

Proper identification must be produced: a government issued photo identification for the Primary Document, and a secondary document which verifies the Primary identification. One piece must contain the applicant’s current address.

**Vulnerable Sector Applicants**

Is your request for a Police information check related to work/volunteering with Vulnerable Persons?

* If you have checked **NO -** DO NOT complete the Vulnerable Sector portion
* If you have checked **YES** – complete the Vulnerable Sector portion

\**Fee of $25 payable by Certified Cheque or Money Order to “The Receiver General of Canada) is only required if applicant for employment is contacted to attend for VS fingerprint illumination.\**

*\*In order for the $25 fee to be waived for volunteer applicants a letter from non-profit agency is required at time on fingerprinting\**

**Declaration of a Criminal Record (if applicable)**

**(ONLY REQUIRED TO BE COMPLETED IF A CRIMINAL RECORD EXISTS)**

**DECLARE THE FOLLOWING INFORMATION:**

* All convictions for offences under federal law.

**DO NOT DECLARE THE FOLLOWING INFORMATION:**

* Absolute discharges.
* Conditional discharges.
* Any offences while you were a "young person" (12 years old but less than 18 years old), pursuant to the *YOUTH CRIMINAL JUSTICE ACT*
* Any charges for which you were not convicted, for example, charges that were withdrawn or dismissed.
* Any provincial or municipal offences.
* Any charges dealt with outside of Canada.
* Any charges for which you received a stay of proceedings.

*\*If the applicant cannot recall all of his/her convictions, the process will be discontinued and the applicant will be required to submit fingerprints for a Certified Criminal Record\**