March 4, 2016

RE: Request for Criminal Record Check

There have been some changes in how this process is done, both with the RCMP and the Port Moody Police as per below:

* **RCMP** (3000 Guilford Way, Coquitlam) – have updated their form and it is available for pick up at their main office on Guildford Way. The RCMP allow for the form to be taken away and returned once completed. There is no cost to the applicant if the reason for the Criminal Record check is to volunteer and is accompanied by a letter from the school. The form will be completed as the applicant waits unless there are any anomalies that require further attention.
* **Port Moody Police** (3051 St Johns St, Port Moody) – do not allow for their forms to leave their office. The applicant must fill out the form at the time of the request and the CRC will be ready for pick up within 2-3 business days. The request must be accompanied by a letter from the school where the applicant wishes to volunteer. The Port Moody Police do not charge residents of Port Moody for a copy of this document if they are volunteering within the municipality of Port Moody. If however, the applicant is volunteering at a school outside of Port Moody then there will be a $10.00 charge payable at the time of submitting the application.

**Both the RCMP and the Port Moody Police require the following identification in order to process these requests:**

* 1 piece of government issued ID showing address (Driver’s License / BC ID card)
* 1 piece of ID with name (CareCard, Passport etc.)