

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 Risk Management Coordinator for instructions on how to obtain your CRC.

Kelly Klassen crc@nvfc.ca

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 4-6 weeks for the processing.

Instructions:

- Download the [RCMP Police Information Check Application](http://www.nvfc.ca/g-crc) from the Club website: <http://www.nvfc.ca/g-crc>
- Print both forms on your Printer
- Or you can go to your local RCMP detachment & fill out the forms there.
- **Key Contact is Kelly Klassen, Risk Management Coordinator, North Vancouver Football Club, 1994 Greenock, North Vancouver, BC V7J 2Z9. Bring this information with you!
- Download and print the Volunteer Letter to Request a CRC from the Club website. Without this letter you will have to pay for the CRC.
- Complete all required sections of the form.
- Bring the completed forms and your Volunteer Letter to your local RCMP detachment along with 2 pieces of government issued ID (passport, birth certificate, nexus, BC ID card, etc.) (Care Card & Social Insurance cards will NOT be accepted). One must be a photo 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 in addition to your 2 pieces of government issued ID.
- Results of the CRC will be returned to you and not to NVFC. Once you receive them, please take a copy for your records and send the results to us:
 1. Scan & email them to crc@nvfc.ca
 2. Mail/drop to NVFC-CRC, 1994 Greenock Place, North Vancouver, BC V7J 2Z9
- In some cases fingerprinting will be required. The RCMP will contact you with instructions if this is necessary. This usually occurs if your birth date matches that of a pardoned sex offender. If you have been asked to go for fingerprints, please let us know at crc@nvfc.ca so we can update your record with the delay.

RCMP Location for North Vancouver Residents Only:

- North Vancouver RCMP Detachment
147 East 14th St. 604-985-1311
Office Hours: 8 am – 7:00 pm Mon-Fri
10am – 6:00 pm Sat-Sun
The front counter is CLOSED on all stat holidays.