

# Criminal Record Search (CRS) Information

Please note there was a major National Policy change to tighten Federal Rules for Criminal Background Checks that was made effective July 9, 2010.

Volunteers and employees working with the vulnerable whose organizations require a criminal record check will now also be checked to see if their date of birth matches that of any of the 14,000 pardoned sex offenders in a national database. Those born on the same day as one of the offenders will have to be fingerprinted to ensure they aren't in fact the sex offender operating under a new name. Obtaining a criminal record check will now take anywhere from 2 to 4 months.

To ensure that we will receive your Criminal record check by the June 30th deadline, we highly recommend you start the process of obtaining your criminal check by no later March 1, 2011.

## IMPORTANT NOTES:

Camp Goodtimes and the Canadian Cancer Society (CCS) requires all volunteer and paid staff members to have a criminal record search performed and sent to our offices to remain on file for the duration of the current summer.

Criminal record searches are considered by Camp Goodtimes to be current for one year only. The criminal record search submitted to us must be current through the last day of the last scheduled week of camp of the current year.

For CCS Camps to consider you "accepted" to our program rather than "conditionally accepted", you must hand in or mail your original completed CRS to our office. Our address: Camp Goodtimes, Canadian Cancer Society  
565 West 10<sup>th</sup> Avenue, Vancouver, BC V5Z 4J4

If you have any questions, please do not hesitate to contact us! Thank-you for helping us create the safest environment for our campers.

## If you live outside of the City of Vancouver:

Please visit the police agency where you reside – please see "Greater Vancouver Police and RCMP Detachments" listing (included in this package).

Volunteers applying for their criminal record checks through an RCMP detachment must request and fill out two forms:

- 1) "Consent for Disclosure of Criminal Record Information" **AND**
- 2) "Form 1 – Consent For A Criminal Record Check For A Sexual Offence For Which A Pardon Has Been Granted Or Issued"

Forms vary between branches, but you will likely need the following information to fill out your form:

Full name Sarah Jasmins	Title Volunteer Resources Coordinator, Camps	Name of organization Canadian Cancer Society Camp Goodtimes	
Address (no., street, apt.) 565 West 10 <sup>th</sup> Avenue	City Vancouver	Province BC	Postal Code V5Z 4J4

- Description of the paid or volunteer position: **(the position you applied for)**
- The name of the person or organization is: **Canadian Cancer Society, Camp Goodtimes**
- Provide details regarding the children or vulnerable persons: **Camp Goodtimes is a residential camp for children ages 6-18 with a history of cancer.**

Most of the RCMP detachments do not charge a fee for volunteers with "proof (letter) from agency" (included in this package).

The various RCMP detachments have different days and hours of operation, different ID requirements and forms of payment. It is best perhaps to **call ahead** before you go in to apply for your criminal record check to reconfirm information as it may change without notice. Arrive early, as sometimes there is a long wait – you never know. ☺

## If you live in the City of Vancouver

### GREATER VANCOUVER POLICE AND RCMP DETACHMENTS

DETACHMENT & LOCATION	HOURS/DAYS	COST	DETAILS
Burnaby – RCMP 6355 Deer Lake Avenue Burnaby, BC V5G 2J2 Phone: 294-7922	8:00am – 8:00pm 7 days/week	\$43.00; volunteers FREE with proof	1 picture ID & 1 other (1 must have current address) <b>CASH, INTERAC, VISA OR MASTERCARD</b>
Coquitlam – RCMP 2986 Gilford Way Coquitlam, BC V3B 7Y5 Phone: 945-1550	8:00am – 8:00pm 7 days/week	\$40.00; volunteers FREE with proof	1 picture ID <b>EXACT CASH OR MONEY ORDER, INTERAC, VISA OR MASTERCARD</b>
Delta Police Department 4455 Clarence Taylor Crescent Delta, BC V4K 3E1 Phone: 946-4411	Best between 8:00am – 4:00pm Monday – Friday but can drop off 24 hours/day 7 days/week at receptionist	\$55.00; volunteers FREE with proof	1 picture ID & 1 other (1 must have current address) <b>CASH ONLY</b>
North Delta Residents may go to: 11375 84 <sup>th</sup> Avenue North Delta, BC	8:00am – 8:00pm 7 days/week	\$55.00; volunteers FREE with proof	1 picture ID & 1 other (1 must have current address) <b>CASH ONLY</b>
Langley – RCMP 22180 – 48A Avenue Langley, BC V3A 8B7 Phone: 532-3200	8:00am – 8:00pm Monday – Friday 10:00am – 6:00pm Saturday - Sunday	\$35.00; \$15.00 students/practicums; volunteers FREE with proof	1 picture ID & 1 other (or Driver's Licence only) <b>EXACT CASH OR INTERAC</b>
Maple Ridge (Ridge Meadows) – RCMP 11990 Haney Place Maple Ridge, BC V2X 9B8 Phone: 463-6251	Fingerprinting 8am – 6:30pm Mon–Fri; Checks 8am – 7pm Mon-Fri; Sat/Sun 11am-3pm	\$55.00; \$10.00 volunteers with proof	1 picture ID with current address <b>CASH ONLY</b>
New Westminster Police 555 Columbia Street New Westminster, BC V3L 1H9 Phone: 525-5411	7:00am-7:00pm Monday - Saturday 9:00am-5:00pm Sunday	\$62.00; volunteers free with proof	1 picture ID & 1 other (1 must have current address) <b>CASH, INTERAC, VISA, MASTERCARD, DEBIT</b>
North Vancouver – RCMP 147 East 14 <sup>th</sup> Street North Vancouver, BC V7L 2N4 Phone: 985-1311	8:30am – 6:30pm Monday - Friday 10:00am – 5:30pm Saturday - Sunday	\$53.50; full-time students & volunteers, fee may be waived with proof	1 picture ID & 1 other (1 must have current address) <b>CASH, INTERAC, VISA, MASTERCARD</b>
<b>Pitt Meadows (see Maple Ridge RCMP)</b>			
Port Moody Police Department 3051 St. John's Street Port Moody, BC V3H 2C4 Phone: 461-3456	8:00am – 4:00pm Monday – Friday	\$53.50; volunteers FREE with proof	1 picture ID with current address <b>CHEQUE, MONEY ORDER OR CASH</b>
Richmond – RCMP 6900 Minoru Boulevard Richmond, BC V6Y 1Y3 Phone: 278-1212	8:00am – 8:30pm 7 days/week	\$50.00; volunteers FREE with proof	1 picture ID with current address <b>EXACT CASH ONLY</b>
Surrey – RCMP 14355 - 57 <sup>th</sup> Avenue Surrey, BC V3X 1A9 Phone: 599-7619	8:00am-6:30pm Monday - Friday 9:00am-3:30pm Saturday - Sunday	\$37.00; volunteers FREE with proof	1 picture ID & 1 other (1 must have current address) <b>CASH or INTERAC</b>
UBC Detachment – RCMP 2990 Westbrook Mall Vancouver, BC V6T 2B7 Phone: 224-1322	8:00am – 4:00pm Monday – Friday	\$25.00 for fingerprinting; volunteers FREE with proof	1 picture ID with current address <b>CASH OR MONEY ORDER</b>
Vancouver Police Department 312 Main Street Vancouver, BC V6A 2T2 Phone: 717-3043	8:00am – 5:30pm Monday – Friday	\$55.00; \$25.00 for volunteers with proof	1 picture ID & 1 other (1 must have current address and date of birth) <b>CASH or DEBIT CARD</b>
West Vancouver Police 1330 Marine Drive West Vancouver, BC V7T 1B5 Phone: 925-7300	24 hours/day – 7 days/week	\$55.00; volunteers \$22.00 with proof	1 picture ID with current address <b>CERTIFIED CHEQUE OR EXACT CASH – no change provided</b>
White Rock – RCMP 15299 Pacific Avenue White Rock, BC V4B 1R1 Phone: 531-5527	Phone for an appointment	\$40.00; volunteers & students FREE with proof	1 picture ID <b>EXACT CASH ONLY, INTERAC, VISA</b>

## If you live in the City of Vancouver continued...

The Vancouver Police Department will be releasing police record check information directly to the applicant (you) and the applicant is responsible for sharing the information to the requesting agency (Canadian Cancer Society). **So, the police give the papers to you and you give them to us.**

You will need to go to: Vancouver Police Department  
312 Main Street (between Hastings & Cordova)  
Vancouver, BC V6A 2T2  
604.717.3043

Hours of Operation: Police Record Clearances  
8 am – 5:30 pm (Monday – Friday)  
Closed Statutory Holidays

**Forms you will need to have:**

You can ask for these forms at the police station or go online (internet) to [www.vpd.ca](http://www.vpd.ca) and select Police Record Clearance Service. To download forms, click on “Employment/Volunteer Purposes.” The two forms you will need are:

- 1) “Request And Consent For Record Check And Disclosure” **AND**
- 2) “Vancouver Police Consent for Criminal Record Check and Disclosure for Vulnerable Sector screening”

**Cost:** \$25.00 for volunteers (forms of payment accepted: Cash or Debit Card only)

**Volunteers must bring** “proof (letter) from agency” (last page in this package) to get this reduced rate.

**Two pieces of ID are required.** Applicants need to bring one ID with a current photo and one other. One ID must also have date of birth and current address. Acceptable ID:

- Birth certificate
- Passport with current photo
- Valid driver's license with photo
- Native Status Card
- Immigration documents
- Valid BC ID Card with photo
- Current College, university, secondary school student ID with photo

**You will need the following information to fill out your form:**

“Pursuant to s. 33(a) of the *Freedom of Information and Protection of Privacy Act* of British Columbia, I authorize the V.P.D. To disclose my personal information to:

Full Name	Title	Name of Organization	Phone No.
Sarah Jasmins	Volunteer Resources Coord., Camps	Canadian Cancer Society Camp Goodtimes	604.675.7136
Address (no., street, apt.)		City	Province
565 West 10 <sup>th</sup> Avenue		Vancouver	BC
		Postal Code	
		V5Z 4J4	



565 West 10th Avenue  
Vancouver, BC V5Z 4J4  
Telephone: (604) 872-4400  
Fax: (604) 879-4533  
<http://www.bc.cancer.ca/ccs>

PRESIDENT  
John Jacobson

CHIEF EXECUTIVE OFFICER  
Barbara Kaminsky

1 January 2011

To whom it may concern:

The person presenting this letter to you wishes to apply to **Camp Goodtimes**, a residential cancer camp for children and young adults (aged 0 – 18) as a **volunteer**. Camp Goodtimes is a program of the Canadian Cancer Society, which is a not-for-profit charity organization. In order to proceed with the selection and screening process, he/she must submit a criminal records check form to the **Canadian Cancer Society**.

Please accept this letter as recognition that the volunteer will be providing his / her skills to the Cancer Society free of charge and, where applicable, if the charge for such a request could be waived or reduced to a volunteer rate.

The Canadian Cancer Society enjoys our partnership with the Police and would like to thank you in advance for your assistance.

Sincerely,

Sarah Jasmins  
Volunteer Resources Coordinator, Canadian Cancer Society Camps