

## **Criminal Record Check and Vulnerable Sector Check Information**

The following information is provided regarding the process of obtaining Criminal Record/Vulnerable Sector Checks from Grande Prairie RCMP Detachment. It outlines some basic information as to our local requirements as well as to assist you in determining what type of check you require.

### **Types of police record checks:**

1. **The Name-Based Criminal Record Check** is a check based solely on the name and date of birth provided by the applicant, and involves a search of the RCMP National Repository of Criminal Records. Results will indicate whether or not there is a Possible Match to a registered criminal record. No details about the criminal record will be provided.
2. **The Vulnerable Sector Check (VSC)** includes a Name-Based Criminal Record check. Additionally, it includes a check of local police records to determine if a pattern of behaviour that would present a direct threat to the safety of vulnerable persons exists. A Vulnerable Sector check will also determine if the applicant has been pardoned for a sexual offence. An applicant requiring a Vulnerable Sector check may be required to be fingerprinted to positively confirm that they are not a pardoned sex offender.

A person who is seeking a paid or voluntary position in which they will be in a "position of trust" (definition below) must apply for a VSC at the same time as their Criminal Record Check application.

In addition to the standard Criminal Record Check application, applicants must sign a "Consent for a Criminal Record Check for a Sexual Offence for Which a Pardon Has Been Granted or Issued". It gives the police agency the authority to search databases for pardoned sex offences.

Results of a Vulnerable Sector Check will indicate whether or not there is a Possible Match to a registered criminal record and whether or not other Adverse Information held by the RCMP is located. *Note: The existence of Adverse Information does not establish that the individual has a criminal record.*

If fingerprints are required in order to complete the check, the applicant will be contacted by telephone after their application has been made.

### **Definition of "Position of Trust":**

*A paid or volunteer position dealing with vulnerable people. Vulnerable people can include children, youth, senior citizens, people with physical, developmental, emotional, social, or other disabilities, but will also include people who have been victims of crime or accident, those who are addicted to or dependent on addictive substances, and those who are otherwise left with*

*little or no defense against persons who would harm them.*

*A Vulnerable Sector Check is completed when required by the Requesting Agency because you will be responsible for the well being of vulnerable populations. It is the RCMP/Police Service that verifies that the position meets the requirements of a Vulnerable Sector.*

More information on the Vulnerable Sector can be found [here](#). (\*\*Attach Link to Understanding a Vulnerable Sector Check Document?\*\*)

3. A **Certified Criminal Record Check** is based on Livescan fingerprint submission. A fingerprint search of the National Repository of Criminal Records is conducted by RCMP's Canadian Criminal Real Time Identification Service (CCRTIS). Submission of fingerprints will result in a Certified Criminal Record Check document being issued directly from Ottawa. This type of check is used in a number of situations, including but not limited to:
  - Confirmation of existing Criminal Record details (dates, locations, charges and dispositions)
  - Adoption
  - Employment/Licensing (Ex. Canada Post, Real Estate Council of Alberta)
  - Name Changes
  - Record Suspensions (Pardons)

**Certified Criminal Record Checks are by appointment only. Please call 780-830-5701 to schedule an appointment.**

**Additional:** Grande Prairie RCMP Detachment also processes **Local Police Records Checks** as part of the application process to obtain Record Suspensions (Pardons). Please follow Parole Board of Canada guidelines and instructions. Further information about this process and a step by step guide can be found at:

<https://www.canada.ca/en/parole-board/services/record-suspensions.html>