

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](#).

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>

Application Requirements

Volunteers who require Criminal Record/Vulnerable Sector checks will be charged a reduced fee, if they provide us a signed letter verifying their volunteer status from the volunteer organization.

In order to be accepted for the reduced fee, volunteer letters must:

- Be written on organization’s letterhead.
- Indicate the date of issue. Letters must be dated for the current year, with the exception of those received in January. Letters dated for the previous year may be accepted until January 30th.
- Specify the name of one volunteer only. Letters with multiple volunteers’ names or state “the bearer of this letter” instead of a name cannot be accepted.
- Include a statement confirming the applicant's volunteer status.
- Include an indication as to whether or not a Vulnerable Sector Check is required.
- Bear a signature of an authorized representative of your organization. (Cursive font used as a signature block may now be accepted.)

Note: If the organization is a member of the Volunteer Alberta program, their volunteer letter must include the VSPN number as well as the Position Code.

Fee Structure (Grande Prairie RCMP only)

Type	Fee
Employment	\$55
Employment – County of Grande Prairie resident (with proof of residency)	\$0
Student – Student ID and/or Letter of Registration	\$15
Volunteer – with Volunteer Letter	\$10
Livescan Fingerprinting	\$75
Local Police Records Checks (Record Suspension applicants only)	\$55

Acceptable Identification for Criminal Record Checks

At the time of application, the applicant will be required to provide two pieces of government issued I.D. The following information pertains to what we will accept for identification:

- MUST provide 2 pieces of government issued ID (1 with picture, both with date of birth). Please note: ID must be Canadian issued, with the exception of passports which may be issued by a Foreign Government.
- MUST be CURRENT, NOT expired.
- MUST be original document (photocopies and photos could be tampered with).

PICTURE:

- Driver's License
- Provincial issued Identification card
- Passport
- Permanent Resident
- Indian Status
- Firearms Possession OR Firearms Possession/Acquisition

SECOND PIECE (Must have date of birth):

- Provincial Health Care (as long as it has birth date and not expired)
- Birth Certificate
- WIN (Wildlife Identification Number)
- Watercraft License
- Work Visa
- Immigration Document
- Metis card

Please note: Social Insurance Numbers CANNOT be used as they do not indicate your date of birth.

Children aged 12 – 18 (who have only 1 piece of I.D.):

- Parent and/or guardian **must** be present because they are minor.
- Second piece of ID listed on paperwork would be Parent/Guardian's picture ID.
- Parent will provide their picture ID and vouch that child is the person identified on second piece of identification.
- Child ID that they could provide: Birth Certificate, Provincial Health Card, Passport.
- Student Identification cards are NOT Government issue.

To apply, please visit the Grande Prairie RCMP Detachment at 10202 – 99 Street. Criminal Record Checks are processed Monday to Friday from 8 am to 4:30 pm.

If fingerprints are required, please note they are by appointment only.
Please call 780-830-5701 to schedule.

If you have any questions, please contact the Grande Prairie RCMP prior to completing an application at 780-830-5701.**