



VANCOUVER BOARD OF EDUCATION

POLICE RECORD CHECK

It is expected that volunteers who may be supervising students alone without a Board employee present will undergo a Police Records Check (PRC) with the Vancouver Police Department or appropriate RCMP detachment if non-resident of the City of Vancouver.* If a volunteer will not be alone with students and will be under the supervision of a Board employee it is not necessary for the volunteer to undergo a Police Records Check. Administrators are asked to check with their Director of Instruction if they are unsure as to whether a PRC is necessary in a given circumstance.

*Volunteer drivers are not expected to undergo a Police Records Check.

OBTAINING A POLICE RECORD CHECK:

Location - Police Records Checks can be obtained from the Vancouver Police Department at 2120 Cambie St., Vancouver. Service is available from 8:00a.m. to 5:00p.m. seven days per week.

Requirements:

Individuals who require a Police Records Check for volunteer work must be a resident of Vancouver. The applicant is required to attend the Police Detachment at 2120 Cambie in person.

Process:

1. Complete Request and Consent for Records Check and Disclosure Form (see attached or available at <http://vancouver.ca/police/assets/pdf/forms/vpd-form-request-for-records-check.pdf>)
2. Obtain Letter from Requesting Organization from school or district site *(see below)
3. Bring the following to Police Detachment at 2120 Cambie St:
 - Letter from Requesting Organization
 - Proof of Vancouver residency
 - Two pieces of identification, including one with a photo
 - Completed *VPD Request and Consent for Police Record Check and Disclosure form* (see attached)
 - \$25.00 processing fee (cash, debit, credit accepted)
 - A standard size envelope pre-addressed with name and mailing address
4. Once you receive your completed PRC, please provide a copy to the school administrator.**

"Letter from Requesting Organization:

School administrators are asked to provide volunteer applicants with a short letter on school letterhead that includes:

- Applicants name
- Statement that the volunteer will be working with children
- Verification that the applicant is volunteering a service
- Name and title of the school administrator responsible for volunteers

*****It is expected that all information provided by a volunteer through the Police Records Check process will be stored in a secure location that protects the privacy of the individual involved. Administrators are asked to provide a copy of the PRC to the school district via their Director of Instruction.***

Volunteers have the right to request return of all copies of their PRC should their volunteer relationship with the school and district cease.



VANCOUVER POLICE DEPARTMENT

REQUEST AND CONSENT FOR POLICE RECORD CHECK AND DISCLOSURE

VPD 500(12)

THIS FORM MUST BE PRESENTED IN PERSON TO THE VANCOUVER POLICE

	Last Name	First Name	Middle Name (s)	
Current name:				
Other Name(s) or Alias				
Maiden				
Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth (YYYYMMDD)	Telephone No.:	Driver's Licence No:	
Address (apt., no., street)		City	Province	Postal Code
Previous address if less than 5 years at current address		City	Province	Postal Code
Will you be in position of authority or trust over Children or Vulnerable People? Vulnerable Sector: <input type="checkbox"/> No <input type="checkbox"/> Yes... Sign consent on back of form.		VPD USE ONLY Reduced Fee <input type="checkbox"/> Yes <input type="checkbox"/> No		

I _____ hereby request and authorize the Vancouver Police Department and its employees (referred to collectively as the "V.P.D." hereafter) to investigate the records and information in the possession of the V.P.D., any other policing agency or contained in a court registry database, to determine the existence of any records and information in which I am referred to or which I am the subject of (referred to collectively hereafter as my "personal information"). Note: Youth offender information may only be disclosed directly to the young person or adult requester of the youth information. The *Youth Criminal Justice Act* makes it an offence to disclose young offender information in any other manner, even with the individual's consent. Individual's can, however, disclose their own information.

I agree to submit my fingerprints, if requested by the V.P.D., to assist in verifying my identity or in determining the existence and/or accuracy of my personal information. I understand these prints will be destroyed when process complete. However, I direct and agree that the personal information I am requesting be disclosed, can be investigated and identified by the V.P.D. on the basis of my name and date of birth only. I understand and agree that the V.P.D. cannot and does not guarantee the accuracy of my personal information to be disclosed.

Pursuant to provisions 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:

Name of Agency or Organization	Name and Title of Person in Authority for Agency or Organization	Agency Phone No.	
Agency Address (no., street, apt.)	City	Province	Postal Code

_____ day of _____, 20____

Applicant Signature

WAIVER AND RELEASE: In consideration of the Vancouver Police Department's providing the above services in compliance with my request, and by my signature below, I release and forever discharge the Vancouver Police Department, Vancouver Police Board, City of Vancouver, and its employees of and from all manner of lawsuits and legal actions, including but not limited to claims, demands, damages, actions or causes of action arising or to arise by reason of the release of the personal information as I have requested above; notwithstanding that the same may have been contributed to or occasioned by the negligence of the said Vancouver Police Department, Vancouver Police Board, City of Vancouver, and its employees and each of them.

_____ day of _____, 20____

Applicant Signature

Signed in the presence of: VPD Employee: _____

RESULTS OF RECORDS CHECK - VPD USE ONLY		No Record that meets VPD release criteria	See Attached or Item # below
1	Records of criminal convictions for which a pardon has not been granted. This information MAY NOT include criminal convictions by other police agencies that have not yet been entered in CPIC database in Ottawa.	<input type="checkbox"/>	<input type="checkbox"/>
2	Records of outstanding charges pending disposition.	<input type="checkbox"/>	<input type="checkbox"/>
3	Records of all charges regardless of disposition. We do not release Motor Vehicle Act information (violation tickets).	<input type="checkbox"/>	<input type="checkbox"/>
4	Police records, information and details of allegations of criminal conduct or of statutory offences committed or suspected of having been committed, but not charged or confirmed by fingerprints	<input type="checkbox"/>	<input type="checkbox"/>
5	Record (s) of sexual offences for which a pardon has been granted	<input type="checkbox"/>	<input type="checkbox"/>
Details of Item #		For information about our Release Criteria see www.vpd.ca Record Checks FAQ	

COMPLETED BY: _____ DATE: _____
 PUBLIC SERVICE UNIT - VANCOUVER POLICE DEPARTMENT Phone: (604) 717-3044



Please complete the following details about the position you are applying for:

Description of position (What you will be doing)
Details of position including (Who will you be in authority or trust over - MUST include age group):

CONSENT FOR A CRIMINAL RECORD CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED

I, _____
 (Please print full name)

am an applicant for a paid or volunteer position of authority or trust with a person or organization responsible for the well-being of one or more children or vulnerable persons.

CONSENT FOR CPIC SEARCH: (CPIC Form 1) — *This consent is to be used by a person applying to a position with a person or organization responsible for the well-being of one or more children (defined by CRA as being less than 18 years of age) or vulnerable persons (defined by CRA as persons, who because of their age, a disability, or other circumstances, whether temporary or permanent, are in a position of dependence on others or are otherwise at greater risk than the general population of being harmed by persons in a position of authority or trust relative to them), and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule to the Criminal Records Act and has been pardoned.)*

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon for, any of the sexual offences that are listed in the schedule to the Criminal Records Act.

I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Ministry of Public Safety and Emergency Preparedness Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose the information to me. If I further consent in writing to disclosure of that information to the person or organization requiring verification and referred to on front of the VPD waiver, the information will be disclosed to that person or organization.

 Signature of applicant consenting to search Date

CONSENT TO DISCLOSE: (CPIC Form 2): *This consent is to be used by a person who has consented to a search being made in criminal conviction records by completing the (Consent for Criminal Record check for a Sexual offence for which a Pardon has been Granted) and who wishes to consent to the disclosure of information obtained in that search to the person or organization who requested the search.*

I consent to information contained in a criminal record, found as a result of a criminal record check for a sexual offence for which a pardon has been granted or issued, being disclosed by a police force or other authorized body to the person or organization referred to above to whom or to o which I am applying or have applied for a paid or volunteer position.

I understand that as a result of giving this consent, that information will be disclosed by the police force or other authorized body to the person or organization, even though a pardon has been granted or issued for the offence.

 Signature of applicant consenting to search Date

VPD USE ONLY BELOW															
GO #:	Receipt #:			IScreen Map #:											
VERSADEX FIELD REQUIREMENTS AND IDENTIFICATION				CASHIER INFORMATION											
Place of Birth (POB):	Service:	Fee:	Method of Payment:	Payment Received: Note denominations received: Change Given: <table style="width: 100%; text-align: center; font-size: small;"> <tr> <td>Coin</td> <td>5¢</td> <td>10¢</td> <td>20¢</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>				Coin	5¢	10¢	20¢				
Coin	5¢	10¢	20¢												
Place of Entry (POE):	<input type="checkbox"/> PRC	<input type="checkbox"/> \$70.00	<input type="checkbox"/> Cash												
Date of Entry (DOE):	<input type="checkbox"/> REDUCED PRC	<input type="checkbox"/> \$25.00	<input type="checkbox"/> Debit												
Ethnicity:	<input type="checkbox"/> Prints	<input type="checkbox"/> \$60.00 <input type="checkbox"/> -\$25.00 ISCRN	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard												
Primary (photo) Govt issue ID type and #:	<input type="checkbox"/> Extra Prints How many sets? _____	<input type="checkbox"/> \$10.00 x sets = \$ _____	<input type="checkbox"/> BA												
Secondary ID type and #:	<input type="checkbox"/> Multi PRC <input type="checkbox"/> VPD <input type="checkbox"/> CPC	<input type="checkbox"/> N/C	<input type="checkbox"/> Cheque or Money Order												
POLICE RECORDS CHECK RESULTS															
Query Type	Queried by	Negative	See Attached	Query Type	Queried by	Negative	See Attached								
CPIC - (QCNI)		<input type="checkbox"/>	<input type="checkbox"/>	Legacy Web RMS		<input type="checkbox"/>	<input type="checkbox"/>								
CPIC (QPERS - FIP)		<input type="checkbox"/>	<input type="checkbox"/>	LEIP/PIP		<input type="checkbox"/>	<input type="checkbox"/>								
CPIC - (QCNIVS)		<input type="checkbox"/>	<input type="checkbox"/>	PIRS		<input type="checkbox"/>	<input type="checkbox"/>								
Prime/Versadex		<input type="checkbox"/>	<input type="checkbox"/>	JUSTIN - for Disposition		<input type="checkbox"/>	<input type="checkbox"/>								
V/Sector: Has applicant lived outside of BC? DO NOT LEAVE BLANK note N/A or the Province /City(s)/Address NEGATIVE .															