



BURNABY NEW WESTMINSTER RINGETTE

How to Complete a Criminal Records Check

BNWRA is committed to ensuring that all BNWRA volunteers working with children complete a Criminal Records Check with Vulnerable Sector. This includes all coaches (14 years and over), on-ice volunteers, managers and trainers. This procedure will help guide you through the process.

As we are a not-for-profit organization, the fee for the Criminal Records Check will be waived as long as you present the Request Letter at the time of application. Your Criminal Records Check is valid for 2 years. If your last check is not up-to-date, then a new Criminal Records Check will need to be completed.

Criminal Records Check procedure

1. Open and print the BNWR Criminal Records Check Request Letter from the BNWR website. Fill in your first and last name.
2. 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, valid Passport with current photo, valid driver's license with photo, Native Status card, Immigration documents, valid BC ID card with photo

3. RCMP Criminal Records check application form

This is required **ONLY** for those living in the City of Burnaby, Coquitlam, North Vancouver or Surrey. If you are from New Westminster or Vancouver, you do not need the RCMP form as your city has a local police department. This form can be obtained from your local RCMP office when you apply. This form is not available online as the RCMP informs us that it may change and be modified.

City of New Westminster and Vancouver residents, report to your local police department with:

1. BNWR Criminal Records Check Request Letter
2. Two pieces of ID

City of Burnaby, Coquitlam, North Vancouver or Surrey residents, report to your local RCMP office with:

1. BNWR Criminal Records Check Request Letter
2. Two pieces of ID
3. RCMP Criminal Records Check application form