

If you were listed as bench staff and require a valid CRC then you will need a letter to take to the RCMP station. This letter is available at the SAMHA office and any one can pick it up on your behalf. We will also give you the form the RCMP use to do the check and a Release of Information form. Please fill both of these out before going to the RCMP detachment to help speed up the process. The Release of Information form allows the RCMP to mail us back your CRC if it is clear so you do not have to go back and pick it up or bring it to us. Please remember to bring two pieces of government identification when you go.

NOTE: If you do not live in St. Albert you will need to come into the office to pick up a letter to take to the RCMP in your area. Example: Sturgeon County goes to Morinville.

Please keep in mind you may have to provide fingerprints for further review. If you already know you need fingerprinting based on your date of birth, please phone the RCMP station prior to going down to book an appointment for this.

If you receive your CRC letter back providing a negative response and it is not being mailed to SAMHA:

- a) You may scan and email your CRC into the SAMHA office at [admin@samha.ca](mailto:admin@samha.ca) or
- b) Drop your CRC off in the SAMHA mail slot attached to the office entrance door or
- c) You may come by the SAMHA office and drop it off in person (Office Hours are 9:00 to 4:30 pm – Monday to Friday).

If you receive your CRC letter back providing a different response (Incomplete, Possible Match, Match to other Police Service Records or Adverse Information Located on Police Records Management Systems), please bring the information into the SAMHA office or drop it in the SAMHA mail slot attached to the office entrance door. Your CRC will be forwarded to the Admin VP for review.