

Instructions on completing Volunteer Police Record Check Forms (PRC's)

Pick-up Forms at:

532 Fifth St.

Courtenay, BC V9N 1K3

Phone: 250-334-8063

Forms may be picked up until 4:30 pm weekdays and up to 8:00 pm on Wednesday

**Proceed to RCMP Detachment at 800 Ryan Rd. Courtenay (behind the Canadian Tire Store)
Open to 4:30 pm weekdays**

1. Only the original **pink PRC forms** obtained from Volunteer Comox Valley will be recognized for volunteer purposes. Please fill out Part 1 with all information.
2. Wait to **sign and date** the appropriate spaces in **Part 4 in front of clerk at the RCMP Detachment when submitting the form with two pieces of identification, one of which must be picture I.D. ie. BC Drivers License, Status Card, BC I.D. etc.** If you sign by mistake the clerk will simply ask that you sign again in front of her as they must witness your signature.
3. At the bottom of this first page, Part 5, there are boxes, numbered 1 through 4 – Please make sure all four **boxes are initialled** (along the left, right beside the boxes with the numbers in them). These are to give the RCMP permission to do the various checks. **VERY IMPORTANT!**
4. Don't fill in the "Completed by" section at the bottom, right hand side – this is for the RCMP.
5. **Side two** of the form **must be completed**. This is a **separate "Consent Form"**. If a person has been pardoned for a crime, nothing will show up on page one. It is important that side two is completed in order for the RCMP to access additional information that may be of relevance to any volunteer organization serving vulnerable clients.
6. Please ensure that you **state the name of the organization** that you will be volunteering with on **side 2**, so we know where to send the copy. Providing details regarding your work with children or other vulnerable people will be helpful i.e. age, children's program, youth, people with disabilities, elderly in a care facility etc. If you will be doing a variety of work with all different ages simply indicate, all ages.
7. **Be sure to sign and date side two** as this sometimes gets missed and we must begin the entire process again.
8. Once you have **completed the "pink "** PRC form, please proceed to the **RCMP Detachment at 800 Ryan Rd., weekdays between 8:30 am – 4:30 pm, Courtenay.** You will need two pieces of your ID, one of which must be picture such as a driver's license, BC ID, Student ID or Status Card etc.
9. The R.C.M.P. will then process and forward the original pink forms to VCV for copying. The copies are then mailed to the appropriate member organizations, who will then contact you. **Please note this process takes 7 to 10 working days.**
10. **Volunteer Comox Valley keeps the original PRC's on file** so you may contact us, by phone or email, to authorize a copy be forwarded to another VCV member organization you wish to volunteer with. We simply require your name, birthdate, current address as well as which organization you would like your PRC forwarded to. This is a very efficient process saving everyone time, not to mention the cost of postage.