

## **Instructions for obtaining a CRIMINAL RECORD CHECK**

---

All CISV leaders, host families and key positions on the board are required to obtain a Criminal Record Check (CRC) for vulnerable populations (PIC-VS) every three (3) years. CISV also requires all members of a host family (18 years or older) to obtain the Criminal Record Check prior to the start of the program. This requirement includes anyone who will be staying in the household at any time during the home stay/program.

A CRC can be obtained through your local police department. Before you go to the police department, please confirm the local requirements in your area.

### **Department Websites:**

Vancouver – <http://vancouver.ca/police/organization/records-checks-fingerprinting/index.html>

Delta – <http://deltapolice.ca/services/infocheck/>

New Westminister – <http://www.nwpolice.org/public-information/police-information-check/>

Port Moody - <http://portmoodypolice.ca/public-info/police-information-checks/>

Surrey - <http://bc.rcmp-grc.gc.ca/ViewPage.action?siteNodId=1487&languageId=1&contentId=26362>

North Vancouver - <http://nvan.rcmp-grc.gc.ca/ViewPage.action?siteNodId=429&languageId=1&contentId=16336>

### **What to take with you:**

- **2 pieces of ID. One must have a picture and your current home address** (you could take your BCDL and your passport). You may also have to bring evidence of your residence (e.g. utility bill with your home address).
- **A copy of the CRC letter with your full name printed in the space** (Obtain a copy from the CISV Risk Manager whose name and email address appear below). Once you receive your CRC, please **mail it to the address that appears on the CRC letter**. For general questions about CISV's risk management practices contact CISV's Risk Manager. Specific questions about the CRC should be directed to your local police department.

For more information please contact the CISV Vancouver - Risk Manager:

Aaron Jackson      [riskmanager@cisvvancouver.ca](mailto:riskmanager@cisvvancouver.ca)