Getting a Criminal Record Check

WE HIGHLY RECOMMEND THAT YOU GET YOUR CRIMINAL RECORD CHECK DONE AS SOON AS POSSIBLE!

Deadline: June 28th, 2019

Please use this document as a guide to help you complete your criminal record check. It is your responsibility to make sure that you have submitted your criminal record check by the deadline.

General Information

NOTE: Some police departments can take up to THREE weeks to complete a criminal record check. Please get your check done AS SOON AS POSSIBLE.

Important Notes:
- To attain a criminal record check you must go to your local police department in the city in which you reside. For example, if you live in Delta, you cannot go to Surrey RCMP to have your check completed. You would need to go to the Delta Police Department.
- Volunteers under the age of 19 may require a parent/guardian’s signature on the police forms.

What to Bring With You

You will need to bring the following with you to your local police department.

1. Volunteer Letter
   - Please bring with you the Volunteer Letter from SFU Camps and Youth Programs when you request your police record check. This letter may waive fees typically associated with obtaining a Criminal Record Check. You will find this letter on the last page of this package.

2. 2 pieces of acceptable ID
   - Different departments may accept different forms of ID. Please make sure that your ID is not expired. You may wish to check with your local police department for what ID they will accept. In general, the following are typically considered acceptable:
     - Valid Driver’s License
     - Valid BC Identification Card with Photo (e.g., BC Services Card)
     - Passport with current photo

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Birth Certificate
- BC Care Card

**Fee/Payment**

Most municipalities waive most or all costs of Criminal Record Checks for volunteers when the volunteer presents a letter from their employer. However, if fees should apply, SFU Camp volunteers are responsible for the cost of the Criminal Record Check. Please check with your local police department or RCMP detachment.

**Person’s with NO Canadian ID/Unable to Attain Criminal Record Check**

As a volunteer with SFU Camps & Youth Programs you will be working directly with children. As a result, it is required that all volunteers provide SFU Camps with a completed Criminal Record Check that is clear from any and all offences. If for some reason you are unable to complete a criminal record check please contact admin_camps@sfu.ca immediately. We will try and come up with a solution but the outcome is at the discretion of the SFU Camps Administrative Team.

**Type of Criminal Record Check**

There are a few different types of criminal record checks that police departments complete. The type of check that SFU camps requires is **Name Based Criminal Record Check with a Vulnerable Sector Check**.

**Specific Instructions by City**

On our website you will find specific instructions by city and links to police department’s websites. You may find this resource helpful. You will find these resources at [https://www.sfu.ca/camps/volunteer/resources.html](https://www.sfu.ca/camps/volunteer/resources.html).

**Returning Volunteers**

If you are a returning volunteer and we already have your check on file and it is less than 3 years old, you will not need to complete another check. Please contact admin_camps@sfu.ca to receive an affidavit form.

**Questions**

If you have any questions or concerns, email the Head Programmer of Volunteers at admin_camps@sfu.ca or call 778-782-4307.
To Whom It May Concern:

Re: Simon Fraser University Summer Camps Program – Summer 2019

Volunteer Name: _______________________________________________ [Print Name]

Please be advised that the person requesting the Criminal Record Check for Summer 2019 is a volunteer for Simon Fraser University Summer Camps & Youth Programs. The volunteer will be working directly with children in various roles and according to university guidelines must obtain a criminal record check, including a vulnerable sector check.

Please do not hesitate to contact me if there are any concerns regarding this matter.

Sincerely,

Justin Theiss
Head Programmer of Volunteers
SFU Camps Program & Youth Programs