

Screening in Faith Policy

Guide to Criminal Record Checks with Vulnerable Sector Check

January 2023

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Diocese of New Westminster
Anglican Church of Canada
1410 Nanton Avenue
Vancouver BC V6H 2E2
604-684-6306

<http://www.vancouver.anglican.ca>
under 'Resources', 'HR / Screening'

How do I get a “Criminal Records Check with Vulnerable Sector Check”?

There are now 3 methods available for applying for a Criminal Records check with Vulnerable Sector check (CRC/VS).

1. In person (available to everyone)
2. Applicant-Based Online Service (eCRC) (**only available to Lay volunteers with BC Medical Services card.**)
3. Applicant-Based Manual Service (**only available to Lay volunteers**)

In Person:

1. To apply in person, you must visit a Police / RCMP detachment in the area where you live. We strongly suggest you contact the detachment or review their website to see what the process is in your area. Some areas are completely online, some require an appointment be made and some provide walk-in service.
2. If you are volunteering in a role that is considered High risk, you must request the Vulnerable Sector check at time of application. (if unsure, consult with your parish Screening in Faith co-ordinator or Clergy leader .)
3. Please ask that an **original document** be sent to you. We do not accept scans, copies or faxes. In some detachments this request is via a tick-box on the request form so please review any forms in detail.
4. You will be asked to fill out a **Consent and Disclosure** form.
5. Be prepared to pay a **fee** since some forces charge for a CRC/VS and some do not. The fee could be anywhere from \$27 – \$90. (Fees for Clergy a reimbursed by the Synod Office. Lay volunteers / employees should check with their parish leadership as to whether you will be reimbursed.)
6. If your gender and birthdate are the same as someone with a criminal record, you could be required to provide **fingerprints**. Do not be concerned by this request as it is becoming more common as our population increases. It is no longer unusual for applicants to be fingerprinted.
7. Take a **letter from your Clergy leader** requesting a CRC/VS. The letter should give your name, whether you are a volunteer, paid employee or student intern. The letter must be printed on parish letterhead and must be signed by the parish incumbent. (See the Sample letter on page 4.)
8. Check with your police force what **identification** they will require. Likely, you will need to bring two IDs, at least one of which has your photo on it.

If your two pieces of ID do not contain your address, you should also bring proof of residency (bill or tax receipt, bank statements, etc).

9. **Release of Information:** The original Criminal Records Check with Vulnerable Sector Check (CRC/VSC) will be provided directly to the applicant. Once received, the applicant must send the original CRC/VSC directly to the Synod Office, to the Screening in Faith Administrator, who processes it in a confidential manner.
10. **Note:** a *faxed or scanned copy* will not be accepted.

The original CRC/VSC will be returned to the applicant along with a letter of confirmation that he/she is permitted, or not, to serve in a position ranked high risk. The parish Clergy leader receives a separate copy of the letter. It is expected of the incumbent to share the information with the wardens and / or the Screening in Faith Coordinator in an appropriate manner. The letter is filed at the parish and the original CRC/VS with the confirmation letter is returned to the applicant.

Send or deliver your original CRC/VSC to:

Screening in Faith Facilitator
Diocese of New Westminster
1410 Nanton Avenue
Vancouver BC, V6H 2E2
604-684-6306

Applicant-Based Online Service (eCRC):

1. This method is only available to Lay volunteers. It is provided by the BC Department of Justice and identified as the Criminal Record Review Program (CRRP). It requires use of a 'mobile' device (iPhone, Android, iPad, or tablet) and a BC Medical Services card.
2. The parish Screening in Faith co-ordinator is provide a list to the Diocesan Screening in Faith Administrator of Lay volunteers who would like to apply directly via this method. The list must include the volunteer's first name, last name, ministry role and personal email address.
3. Instructions including links and access information will be sent directly to the volunteer via email. The volunteer applies directly through the system.
4. The Criminal Records Review Program (CRRP) accepts the BC Services Card as Electronic Identity Verification (EIV). After the access code is entered, there's an option to "Login with a BC Services Card" to apply and consent to a criminal record check.
Note: The BC Services Card must be activated prior to using the online service.

5. After selecting the "Login with a BC Services Card" button, they are directed to the BC Services Card website to use their card to log into the eCRC system. Once logged in successfully with the BC Services Card, they are re-directed back to the eCRC system to fill out the Criminal Record Check - Application form.
6. As a Volunteer – or - if asking to ‘share’ a previous criminal record check (it must be less than a year old), no payment will be due as these processes are free.
7. **Note: if fingerprints are required, the volunteer will have to visit the RCMP/Police station in person.**
8. The CRRP results will be sent directly to the Diocesan SIF Admin. Once they are received, the Diocesan SIF Admin will send a confirmation letter to the volunteer stating that he/she is permitted, or not, to serve in a position ranked high risk. The parish Clergy leader receives a separate copy of the letter. It is expected of the incumbent to share the information with the wardens and / or the Screening in Faith Coordinator in an appropriate manner. The Clergy letter is filed at the parish and the letter addressed to the volunteer is to be returned to the volunteer.

Applicant-Based Manual Service:

1. This method is only available to Lay volunteers. It is provided by the BC Department of Justice and identified as the Criminal Record Review Program (CRRP).
2. The parish Screening in Faith co-ordinator is to provide a list of Lay volunteers who would like to apply via this method to the Diocesan Screening in Faith Administrator. The list must include the volunteer’s first name, last name, ministry role and personal email address.
3. The Diocesan SIF Admin will email a partially completed application form to the volunteer. They will be instructed to complete sections requiring their personal information and then date and sign the form.
4. Once complete, the volunteer is to email the completed form along with the front and back of their identification back to the Diocesan SIF Admin. (Driver’s licence, BC Services card or BCID are acceptable)
5. Upon receipt, the Diocesan SIF Admin emails the application to the CRRP for processing.
6. **Note: if fingerprints are required, the volunteer will have to visit the RCMP/Police station in person.**
7. The CRRP results are sent directly to the Diocesan SIF Admin. Once they are received, the Diocesan SIF Admin will send a confirmation letter to the volunteer stating that

he/she is permitted, or not, to serve in a position ranked high risk. The parish Clergy leader receives a separate copy of the letter. It is expected of the incumbent to share the information with the wardens and / or the Screening in Faith Coordinator in an appropriate manner. The Clergy letter is filed at the parish and the letter addressed to the volunteer is to be returned to the volunteer.

Additional Information:

1. Please see below for a template of the letter that can be given to the volunteer / employee to take to the Police / RCMP station requesting the record checks.
2. There is also a list of all the Police and RCMP detachments listed after the Police / RCMP request letter template.

Parish Sample Letter

Please use this letter when requesting a Police Records Check with Vulnerable Sector Check for a volunteer / employee. Once received, the original PRC/VSC is to be sent to Screening in Faith at the Synod Office, thank you.

Letterhead:

Anglican Parish of [*your parish's name*]
[*Street address*]
[*City, Prov, PC*]
[*Phone number*]

Date

To Whom It May Concern

Re: Police Records Check with Vulnerable Sector Check for [*applicant name*]

Please accept this letter as our request to conduct a Police Records Check with Vulnerable Sector Check on [*applicant name*], a [*future/current employee, volunteer or student intern*] of the Anglican Parish of [*parish name*].

As a requirement for volunteer or paid employment, individuals in leadership positions in an Anglican parish must obtain a Police Records Check with Vulnerable Sector Check as part of our screening process.

Yours truly,

The Reverend [*incumbent's name*]

Incumbent
Anglican parish of [*name of parish*]

Police Forces & Detachments:

Note: you must go to the police force in the area where you live.

Municipal Police Forces:

- **Abbotsford Police Department**

2838 Justice Way, Abbotsford BC V2T 3P5

<http://abbypd.ca/Police-Information-Check>

(604) 859-5225

- **Delta Police Department**

4455 Clarence Taylor Crescent, Delta BC V4K 3E1

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

(604) 946-4411

- **Delta North: Public Safety Building**

(note: the Delta North location only accepts cash)

11375 84th Ave, North Delta

(604) 946-4411

- **New Westminster Police Department**

555 Columbia Street, New Westminster BC V3L 1H9

<http://www.nwpolice.org/public-information/criminal-records-check/>

(604) 525-5411

- **Port Moody Police Department**

3051 St. Johns Street, Port Moody BC V3H 2C4

http://portmoodypolice.ca/index.php?option=com_content&view=article&id=176:criminal-police-records-check-faq&catid=52:crc&Itemid=134

(604) 461-3456

- **Vancouver Police Department**

2120 Cambie Street, Vancouver BC, V5Z 4N6

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

(604) 717-3044

- **West Vancouver Police Department**

1330 Marine Drive West, Vancouver BC V7T 1B5

<http://wvdp.ca/forms>

(604) 925-7300

RCMP Detachments:

<http://www.rcmp-grc.gc.ca/cr-cj/index-eng.htm>

- **Agassiz**

6869 Lougheed Hwy, BOX 349 AGASSIZ, V0M 1A0

(604) 796-2211

• **Burnaby**

6355 Deer Lake Ave, BURNABY, V5G 2J2

<http://burnaby.rcmp->

grc.gc.ca/ViewPage.action?siteNodId=932&languageId=1&contentId=15343

(604) 294-7922

• **Chilliwack**

45924 Airport Rd, CHILLIWACK, V2P 1A2

<http://www.chilliwack.ca/main/page.cfm?id=2262>

(604) 792-4611

Coquitlam (includes: Anmore, Belcarra, Port Coquitlam)

2986 Guildford Way, COQUITLAM, V3B 7Y5

<http://coquitlam.bc.rcmp->

grc.gc.ca/ViewPage.action?siteNodId=316&languageId=1&contentId=15415

(604) 945-1550

• **Hope**

690 Old Hope-Princeton Way, BOX 40 HOPE, V0X 1L0

(604) 869-7750

• **Langley** (includes: Aldergrove)

22180 48A Ave, LANGLEY, V3A 8B7

<http://langley.rcmp->

grc.gc.ca/ViewPage.action?siteNodId=113&languageId=1&contentId=-1

(604) 532-3200: ask for Front Counter

• **Mission**

7171 Oliver St, MISSION, V2V 6H2

<http://mission.rcmp->

grc.gc.ca/ViewPage.action?siteNodId=220&languageId=1&contentId=4209

(604) 826-7161

• **North Vancouver**

147 East 14th St, NORTH VANCOUVER, V7L 2N4

<http://nvan.rcmp->

grc.gc.ca/ViewPage.action?siteNodId=429&languageId=1&contentId=16336

(604) 985-1311

• **Pitt Meadows Community Police Office**

12027 Harris Rd, PITT MEADOWS, V3Y 2B5

<http://bc.rcmp->

grc.gc.ca/ViewPage.action?siteNodId=329&languageId=1&contentId=17766

(604) 467-7305 (note: only accepts exact amount of cash. Can also use Ridge Meadows)

• **Powell River**

7070 Barnet St, POWELL RIVER, V8A 2A1
(604) 485-6255

• **Richmond**

11411 No. 5 Road, RICHMOND, V7A 4E8
<http://richmond.rcmp-grc.gc.ca/ViewPage.action?siteNodeId=985&languageId=1&contentId=-1>
(604) 278-1212

• **Ridge Meadows** (includes: Maple Ridge)

11990 Haney Pl, MAPLE RIDGE, V2X 9B8
<http://bc.rcmp-grc.gc.ca/ViewPage.action?siteNodeId=329&languageId=1&contentId=17766>
(604) 463-6251

• **Squamish**

1000 Finch Drive, SQUAMISH, V8B 0M5
<http://squamish.ca/our-services/protective-services/rcmp/>
(604) 892-6100

• **Sunshine Coast** (includes Gibsons and Pender Harbour)

5800 Teredo St, Box 188 SECHELT, V0N 3A0
749 School Road, GIBSONS
12905 Madeira Park Road, PENDER HARBOUR
<http://sunshinecoast.rcmp-grc.gc.ca/ViewPage.action?siteNodeId=1192&languageId=1&contentId=-1>
(604) 885-2266

• **Surrey**

14355 57th AVE, SURREY, V3X 1A9
<http://surrey.rcmp-grc.gc.ca/ViewPage.action?siteNodeId=1487&languageId=1&contentId=26362>
(604) 599-0502

• **University of British Columbia**

2990 Wesbrook Mall, VANCOUVER, V6T 2B7
(604) 224-1322

• **Whistler**

4315 Blackcomb Way, WHISTLER, V0N 1B4
(604) 932-3044

• **White Rock**

15299 Pacific Ave, WHITE ROCK, V4B 1R1

<http://whiterock.bc.rcmp->

[grc.gc.ca/ViewPage.action?siteNodeId=1565&languageId=1&contentId=-1](http://whiterock.bc.rcmp-grc.gc.ca/ViewPage.action?siteNodeId=1565&languageId=1&contentId=-1)

(778) 593-3600