

## CRIMINAL RECORD CHECKS

**TWO PIECES OF GOVERNMENT ISSUE ID REQUIRED.** Return completed form by email with a copies of **two pieces of government issued ID**. One must have a photograph, such as your Driver's License or Identification Card.

**EXAMPLES OF GOVERNMENT ISSUED ID.** Passport, Canadian Military ID Card, Status Card, AB Health Care Card, Permanent Resident Card, SIN Card, Firearms Licence, Citizenship Card, Birth Certificate, Immigration Documents, Old Age Security Identification Card, Enhanced Driver's License, Possession and Acquisition License, Boating License, Hunting License, Wildlife Identification Number (WIN Card), or another government piece of ID.

**LOCAL ADDRESS REQUIREMENT.** We require a Rocky Mountain House/Clearwater County address on your identification. If your driver's license is not updated with a RMH/CWC address, please have it updated prior to applying. If you are living in RMH/CWC temporarily (for a practicum, etc), please provide proof of your address (utility bill, rental agreement, etc).

**VULNERABLE SECTOR CHECK.** If you are applying for a **Vulnerable Sector Check**, you need to provide a letter from the company/organization requesting such, **with an explanation of your duties** and why you need a Vulnerable Sector Check. This is required for both Vulnerable Sector volunteer and employment. This letter must be on the company/organization letterhead and be signed by someone with signing authority at the company/organization.

**PROCESSING.** Your criminal record check will be ready for pickup at the Detachment **3 weeks** after the application is received. **It is your responsibility to follow up as you will not receive a follow up call from the detachment.**

**DESTRUCTION OF CRIMINAL RECORD CHECK.** If your Criminal Record Check is not picked up within **30 days after completion it will be destroyed**. We do not keep Criminal Record Checks on file.

**PICKUP REQUIREMENTS.** Please be prepared to show your **photo ID** when picking up your completed Criminal Record Check.

**TO AVOID DELAY.** If these procedures above or listed on the form are not complied with this will cause a delay in processing.

ROCKY MOUNTAIN HOUSE DETACHMENT

403-845-2882

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