

July 23, 2010

## Criminal Record Checks:

All members of VMHA who are volunteers, or are hired in any manner must have a criminal record check performed. Due to RCMP policies only the VPD may perform criminal record check with Vulnerable Sector Services.

To perform a criminal check: fill out The VPD form [Request and Consent for Records Check and Disclosure](#) , print off the criminal check letter which is under the tab called Forms on our website: <http://www.vmha.com> . The fee for the VPD's Police Records Check Service is \$30 when accompanied with the letter mentioned above. You will need two pieces of identification, one of which must have a current photo,

### Acceptable Identification

- valid driver's licence with photo
- valid B.C. Identification card with photo
- current college / university / secondary school student ID (with photo)
- passport with current photo
- birth certificate
- immigration documents
- Native Status card

**Applicants should also bring a standard letter envelope pre-addressed with their full mailing address.**

If you require further details the link for the Vancouver Police Department is:

<http://vancouver.ca/police/organization/records-checks-fingerprinting/police-records-check.html#HowApplyPoliceRecordsCheck>

Keep your receipt, wait for the criminal check to arrive –it will be mailed directly to you in the envelope you provided. **DO NOT** open the letter! Present the sealed Criminal Check (and receipt) to the Risk Manager, alternatively you may email [risk-manager@vmha.com](mailto:risk-manager@vmha.com). If necessary, you will be contacted with further instructions or details.

This criminal check is valid for 5 years, and will be noted on your HCR (Hockey Canada Records). This registration system is used by all Minor Hockey Associations in Canada. If you have recently done a criminal check or work with children regularly (i.e. teacher) you may not need another check at this time. Situations like this will be assessed on a case by case basis: contact the Risk Manager.

If you have any questions feel free to contact me at [risk-manager@vmha.com](mailto:risk-manager@vmha.com).

Sincerely yours

Brendan T. Boylan (Risk Manager VMHA)