



Online Police Information Check, including Vulnerable Sector Search

What is a Police Information Check (formerly called Criminal Record Check)?

The position you are applying for is considered a “position of trust” in which you will be in contact with or caring for someone who may be vulnerable. We take that position seriously and take precautions to protect our volunteers, staff, participants, clients and students.

Why do I need a Police Information Check?

Completing a PIC simply means that we are managing risk and protecting the vulnerable involved with our organization and programs. The screening process legally protects everyone involved with our organization from vicarious liability. PICs are requested for anyone working or volunteering with Seniors Come Share Society.

What is a Vulnerable Sector Search?

Vulnerability can affect any one of us at any time. *Anyone* who by reason of mental or other disability, age or illness, that is unable to take care of their self or to protect against significant harm or exploitation may be considered vulnerable.

Can I do my check online?

1. If you are over 19 years of age, have lived in Canada for more than 2 years, and have a credit history, you should be able to do the check online.
2. **Online:** Go to
3. : <https://justice.gov.bc.ca/criminalrecordcheck> and enter access code: VXZSXFCV7Z

Follow the directions. At the end, it should say: submission complete. This means that your part is done and the record will be sent directly to SCSS. You should get a code as well – keep this or forward to us so that we know you have applied online.

If your check says “**could not complete request online**”, you will have to go in person to the nearest RCMP Detachment to get your PIC done. See page 2.



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Police Information Check

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In-Person Police Information Check

In person: Print out and take the letter on page 3. If you do not have a printer, you can obtain a copy from our office.

After you have the letter:

Attend in person at a Main Detachment:

- South Surrey #100-1815 152 St, Unit 100, 604-599-7810
- 10720 King George Boulevard, 604-502-6390
- 10395 148 St 604-502-6500.
- *Non-Surrey residents must attend the police office in their community.

What do need to bring?

TWO (2) pieces of identification with the same name on both from the following list.

NOTE: The BC Services card is only considered ONE piece of ID.

- Valid Driver's License with photo
- Valid BC Identification Card with photo
- Valid Passport
- Valid Nexus Card
- Native Status Card
- Canadian Citizenship Card
- Permanent Resident Card
- Military Identification
- Birth Certificate
- Firearms License
- Provincial Health Care Card

Will it cost me money?

No, because you are a volunteer, the report is free. However, **you must take the official letter (on page 3)** with you to the detachment.



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**Police Information Check
Volunteer Letter**

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Dear Sir/Madam:

RE: Police Information Check and Vulnerable Sector Search for Volunteers

Please be advised that the individual presenting this application for a **Police Information Check and Vulnerable Sector Search** is applying for a volunteer position with our non-profit society Community Support Program. We are an organization providing services to seniors in all of Surrey and White Rock.

This is to confirm that this Police Record Check is for _____, who will be receiving no remuneration for this position. We understand that your usual fee will be waived for this service.

Thank you for your time and consideration.

Sincerely,

Reza Merzaie
Volunteer Programs Coordinator
Brella Community Services Society
604-531-9400 ex. 203