

Procedure for Criminal Record Check by Van. Police Dept.

Applicant

- 1. You must apply in person at 312 Main Street, Vancouver. 604-717-3043.**
- 2. Hours are 8:00 AM – 5:30 PM, M-F**
- 3. Obtain letter from president of VKMLA that outlines volunteer position and interaction with children.**
- 4. Allow one hr for initial processing and 20 days for document delivery. Make sure you have two pieces of photo ID (driver's license, passport, BC)**
- 5. Records check is released to applicant who then hands in seal envelope to President of VKMLA**
- 6. Cost is \$25 and is reimbursable (provide receipt)**