

RCMP Criminal Record Check Procedures:

The following instructions are for **Burnaby resident** volunteers and should help to make the CRC process a smooth one.

Volunteers must complete the process in person at their local RCMP detachment. Burnaby residents may use one of the 5 RCMP locations listed below. The CRC forms are **NOT** available for download and are available at your local detachment.

Instructions:

- Go to the RCMP detachment most convenient to you. Mention to the clerk you are doing a Criminal Record Check for a volunteer youth sports organization. They will provide you with the appropriate forms.
- On the form you will be asked for the disclosure contact, please use:

Tom Berry, Risk Manager,
Burnaby Girls Soccer Club,
Box 1221
#234-4820 Kingsway Avenue,
Burnaby, BC V5H 4P1.

Please bring the address information above with you!

- Download and print the [Volunteer Fee Waiver Letter](#) from our website. Without this letter you will have to pay the \$60 CRC fee. Please note, only one volunteer application fee will be waived in a calendar year.
- Complete all required sections of the form(s) and initial all boxes as required. The clerk will be able to help you with any questions you may have.

Bring the [Volunteer Fee Waiver Letter](#) to your local RCMP detachment along with two pieces of ID. You **must** provide one form of identification showing your current address in Burnaby (drivers license is good because it has both a photo and your address). If you have no ID that shows your current Burnaby address, a BC Hydro, Telephone, or similar bill showing your name and address will suffice. For accepted ID, please see the [RCMP Burnaby Website](#).

Main Detachment – Burnaby

6355 Deer Lake Ave, Burnaby, V5G 2J2
(604) 294-7922

Hastings Brentwood Community Police Office

104 - 4191 Hastings St, Burnaby, V5C 2J3
(604) 656-3250

Lougheed Community Police Office

178 - 9855 Austin Rd, Burnaby, V3J 1N4
(604) 656-3200

Southeast Community Police Office (Donald N Brown CPO)

7191 Arcola Way, Burnaby V5E 0A6
(604) 656-3275

Southwest Community Police Office

4501 Kingsborough St, Burnaby V5H 4V3
(604) 656-3232

Please contact the above offices to confirm dates and times open.