



# **Richmond Centre for Disability**

## **Summer Camp for Children with Special Needs Procedures for Criminal Record Check**

**(For volunteers over 15 years of age only)**

### **Richmond**

RCMP Office: 11411 No. 5 Road, Richmond

Opening Hours: 8:00 a.m. to 8:30 p.m., open 7 days a week

Tel: 604-278-1212

### **Burnaby**

RCMP Office: 6355 Deerlake Ave.

Opening Hours: 8:00 a.m. to 8:00 p.m., open 7 days a week

Tel: 604-294-7922

### **Vancouver**

Vancouver Police Office: 2120 Cambie Street, Vancouver

Opening Hours: 8:00 a.m. to 5:00 p.m. daily, open on statutory holidays

Tel: 604-717-3043

- Volunteer has to appear in person
- Complete the necessary "Consent & Disclosure Form"
- Requires one photo ID, such as passport, driver license or BC ID card; and one other ID, such as care card, SIN card, birth certificate; for some proof of residence
- A photocopy of your Volunteer Agreement or job description or similar document
- Name, title, phone number of employer to forward the criminal record check report
- Fee is waived for volunteer, except for Vancouver Police Department (\$25)

### **Procedures**

1. Go to the RCMP office in jurisdiction of your residence and request for a criminal record check.
2. Tell the officer that you are volunteering for the Richmond Centre for Disability, which is a non-profit organization in Richmond.
3. The program you are going to volunteer for is summer camp for children and youth with special needs.
4. Your criminal record should be forwarded directly to:

**Ella Huang, Executive Director  
Richmond Centre for Disability  
100-5671 No. 3 Road  
Richmond, BC V6X 2C7  
Tel: 604-232-2404**

5. There should be no cost incurred in this (except for Vancouver \$25).
6. The report of your criminal record check is strictly confidential and for the reference of the Centre only.



# Richmond Centre for Disability

“Promoting a new perspective on disability”

Date: \_\_\_\_\_

Re: **Volunteer's Name** \_\_\_\_\_

## **Letter for Volunteers Requiring Vulnerable Sector Verification**

To Whom It May Concern:

The Richmond Centre for Disability (RCD) confirms that \_\_\_\_\_ is applying to be a summer camp volunteer of our organization from July to August, 2018. As the RCD provides the summer camp specifically to children with special needs, all volunteers require a Vulnerable Sector Verification. Please refer to attached position description which outlines the responsibility of the volunteer position of concern.

Please waive the associated fees for this service. Police Information Checks are required by our organization as part of our volunteer screening process.

Should you have any questions, please contact the undersigned at 604-232-2404 or email her at [ella@rcdrichmond.org](mailto:ella@rcdrichmond.org).

Sincerely,

Ella Huang  
Executive Director