



Procedures for Implementation of Board Policy 16 and Administrative Procedure 400(5)

1. Medical Report

- appointment with doctor
- supply the required form to the doctor

2. RCMP Criminal Record Check

- go to local RCMP detachment with identification (driver's license)
- a form will be provided to be completed

No Criminal Record

- certificate may take up to a week or more

Criminal Record

- finger prints will be taken at local RCMP detachment
- finger prints will be provided to individual
- envelop provided to apply to Ottawa for certificate (include finger prints)
- 6 to 8 weeks to receive certificate

3. Child Welfare Record Check

- provided by Children's Services office
- two pieces of identification will be required e.g. Driver's License, Alberta Health Care Card or Social Insurance Number Card
- Form will be provided at Children's Service office
- individual must comply with the request for a record check
- record check may take up to 2 weeks

Children's Services Offices

Drayton Valley (780) 621-4021

Grande Cache (780) 827-2245

Edson (780) 723-8325

Hinton (780) 865-8321

Jasper - report to Hinton office (780) 865-8321