



Record Checks Procedure

[Board Policy 16](#) and [Administrative Procedure 400 - Appendix A](#)

1. RCMP Vulnerable Sector Record Check

- go to local RCMP detachment with identification (Driver's License) and this letter
- a form will be provided by the detachment to be completed
- If further authorization is required from the detachment in order to produce the vulnerable sector check, please contact the Human Resources Department

The RCMP will do one of two record checks:

- **Name-Based Criminal Record Checks**
 - 1 to 2 weeks to receive the completed certificate
- **Certified Criminal Record Checks**
 - finger prints will be taken at local RCMP detachment
 - finger prints will be provided to individual
 - envelope provided to apply to Ottawa for certificate (include finger prints)
 - 6 to 8 weeks to receive the completed certificate

2. Intervention Record Check

- provided by Children's Services office
- completed online
- email cs.ircnorthcentral@gov.ab.ca to request a form
- two pieces of identification will be required e.g. Driver's License, Alberta Health Care Card
- record check may take up to 2 weeks

Children's Services Offices (only call for additional support)

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

For more detail information please use the link: [Record Checks](#)