

CRIMINAL RECORD CHECK REQUIREMENTS
New Westminster Police Service

The following conditions MUST be satisfied before a CRC can be processed:

1. You must live in New Westminster and have proof of residency.
2. 2 pieces of identification are required. One must be photo ID and one must have the current address. ONLY Government Issued Identification will be accepted, ie.: Passport, Drivers License, Social Insurance Number, Care Card, and Immigration papers.
STUDENT ID, BANK AND CREDIT CARDS ARE NOT ACCEPTABLE
3. A LETTER from the Organization is required requesting a Criminal Record Check. It must state that you are either in a paid or a volunteer position. IF NOT, it is assumed you are being paid and charges will apply.
WE WILL NOT ACCEPT ANY CRC REQUESTS WITHOUT A LETTER
4. The cost of the Criminal Record is \$62.00. This cost applies to those in paid positions, students and those in practicum positions as well. There is NO charge for volunteers and the letter must clearly state the position is a volunteer position.
5. Criminal Record Checks are done at the Police Station at 555 Columbia Street Monday to Saturday 7 a.m. to 7 p.m. and on Sunday 9 a.m. to 5 p.m.
6. It takes up to 7 days to process a Criminal Record Check.
7. If you need fingerprints, you must make an appointment with Dave BERAR.
8. If you are applying for a pardon, you must make an appointment with Dave BERAR.
9. To make an appointment, you must call (604) 529-2482 and leave a message on his voicemail and he will return your call within 24 hours to set up an appointment with the applicant.

We thank you for your co-operation.

Sgt. Tim LANCASTER
Community Service Division