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Step by step process for Criminal Records Checks (CRC) 2009/2010

1. **Criminal records checks forms are available at the local detachment of your Police or RCMP or contact your MHA.**
2. CRC's can only be done in the area that the person applying resides.
(Ex – if I live in Sydney I can't request a search in Halifax)
3. Forms are also unique to the detachment. Ex – HRM can only check HRM forms, Sydney can only be filled out on the form from the Cape Breton regional police form etc.
4. Checks are good for 3 years from date of receipt. (ex if you do it in September '06 it is good till Sept. '09)
5. The individual requiring the check must apply in person with 2 pieces of Gov't issued id and one must be photo, to the local detachment of the RCMP or Town / City Police.
6. The cost is generally \$30 per person. If a letter has been submitted by an association (this is called a memorandum of understanding, which in HRM and Sydney there is a standing MOU) than the non profit price would be \$12 per check. This is payable upon applying for your CRC.
7. RCMP has informed HNS that **Most** detachments outside of HRM do not charge for the search.
8. If you wish to get the non for profit price, then you must have the correct form filled out.
9. Forms **DO NOT** have to be signed by anyone from HNS. They must simply have the info on it. The office requesting the search, contact name, number, reason for search, **and vulnerable persons section must be completed.**

Agency / business requesting search - **Hockey Nova Scotia**

Contact Name – **Christi Cooze**

Telephone - **454-9400**

Reason for Criminal Record Search - **Volunteer**

Details regarding the children or vulnerable persons – **Minor Hockey Volunteer dealing with persons less than 18 years of age.**

10. **IMPORTANT** – You must request that a ‘vulnerable persons check’ be completed especially on the RCMP forms. On these forms sections 1, 2, 3, and 4 on the “category of information disclosure” **MUST** be filled out. (If it is not, the form will be void and you may have to pay another \$12 to get another CRC. You may be suspended until we receive this information)
11. Criminal record check letter of search results is only sent to the person named in the search. It can not be sent to the HNS office or association.

12. It is the responsibility of the applicant to notify Hockey Nova Scotia of any change in their Criminal Record check.
13. It is now the responsibility of that person to deliver their criminal record checks to either;
- Their local Minor Hockey association, who will send in the forms to the Hockey Nova Scotia,
or
 - Send the form via mail to the address above, Attention – Risk Management.
14. Any volunteer who does not have his / her Criminal Record or Child Abuse Registry check completed and into the office by December 31st of the current hockey season will be immediately suspended.

See next page for what to do if your CRC comes back “may or may not have a criminal record.” Should your criminal record check come back with the checkbox stating,