



Kings Presbyterian Church

5563 Prospect Road, New Minas, NS B4N 3K8

Phone: 902.681.1333

Fax: 902.681.1246

Email: kingschurch@ns.aliantzinc.ca

Website: www.kingschurch.ca

Step by Step Process for a Criminal Record Check (CRC):

1. Criminal Record Check Forms are available at the local detachment of your Police or RCMP.
2. CRC's can only be done in the area that the person applying resides. (Ex – if I live in Kentville, I can't request a search in New Minas)
3. Criminal Record Checks are good for 5 years from date of receipt. (Example, if you do it in July 2011 it is good until July 2016)
4. The individual requiring the CRC must apply in person with 2 pieces of Government issued ID and one must be photo, to the local detachment of the RCMP or Town / City Police. Recommend Drivers License and Birth Certificate.
5. Please bring with you the Criminal Record Check Verification Form to be completed and stamped or sealed by the Office of the RCMP or Urban Police to provide evidence that you have either began the process and/or are required to provide fingerprints. This is particularly important if you are now working with children, youth or vulnerable adults or will be working in the near future.
6. RCMP has informed Kings Presbyterian Church that **most** detachments do not charge for the search.
7. If you wish to get the non for profit price, then you must present a Letter of Introduction from Kings Presbyterian Church signed by Chair of the Personnel Committee, H. Wayne MacPherson.
8. Criminal Record Check Forms **DO NOT** have to be signed by anyone from Kings Presbyterian Church. They must simply have the information on it. The office requesting the search, contact name, telephone number, reason for search, **and vulnerable persons section must be completed.**
 - Agency / business requesting search – **Kings Presbyterian Church**
 - Contact Name – **Audrey Kruisselbrink**
 - Telephone – **(902)681-1333**
 - Reason for Criminal Record Search - **Volunteer**
 - Details regarding the children or vulnerable persons – **Working with children less than 18 years of age.**
9. **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.
10. **Criminal Record Check** letter of search results is only provided to the person named in the search.
11. It is the responsibility of the applicant to notify Kings Presbyterian Church of any change in their **Criminal Record Check**.
12. It is the responsibility of that person to forward their **Criminal Record Check** in a sealed envelope marked **Private and Confidential** to: **Kings Presbyterian Church, 5563 Prospect Road, New Minas, NS B4N 3K8 Attention: Audrey Kruisselbrink, Chair Personnel Committee**
13. **The original CRC will be returned to the individual.** A copy of the CRC will be kept in a **sealed envelope** for a period of **five years** from the time the individual has completed the CRC and will be stored in a locked filing cabinet at Kings Presbyterian Church.
14. If there is an indication that the individual has a Criminal Record or other offences, a special ad hoc committee **Chaired by the Clerk of Session, the Minister and one other person** will meet to review and make a decision on the status of that individual for employment and/or in a leadership role in activities related to children, youth and other vulnerable adults at Kings Presbyterian Church.