Procedure for applying for a Criminal Record Check and Vulnerable Sector check

Since there are some variations in the way each Police agency goes about Criminal Record checks, these have been broken down into separate units.

Applicants shall present themselves at the appropriate police agency and complete the required CRC Consent Form and “Consent for Disclosure of Criminal Record Information” form, along with:

FOR RESIDENTS OF CHARLOTTETOWN –

Charlottetown Police Department: (10 Kirkwood Dr.), (902)629-4041
Monday-Friday 8am-4pm: Along with a dated letter from the Parish for catechetics volunteers from the Pastor, bring a photocopy (bring along the original as well) of two (2) pieces of Personal Identification - One with Photo ID and showing current address i.e. passport, driver’s license, student ID, credit card, Provincial Health Card (SIN card is NOT accepted).

FOR THOSE WHO LIVE OUTSIDE OF BOUNDARIES OF CITY OF CHARLOTTETOWN:

RCMP (153 Maypoint Plaza) (902)368-9300 Monday-Friday 8am-4pm: Along with a dated letter from the Parish: present two (2) pieces of personal identification – at least one Government issue ID with photo and showing current address, i.e. passport, driver’s license, Voluntary ID, or Provincial Health Card (Credit cards, student ID and SIN card are not accepted).

NOTE: Fingerprints may be required to complete the Volunteer Sector check (for volunteers working with vulnerable clients or people under the age of 18). The volunteer may be requested to provide the fingerprinted plus a $25 fee for processing. If this step is required, the parish will re-imburse the volunteer for the cost of this procedure.