

# NEW PROCEDURE - November 4<sup>th</sup>, 2013

## CRIMINAL RECORD CHECKS (CRC) REQUESTS

Please find below a "Cheat Sheet" to ease the process for personnel who do not deal with client on a regular basis. Depending of the request (CRC or CRC with VS), package will be already put together to give to client. Instruction sheet will also be available.

### FOR REGULAR CRC

#### Ask for 2 valid IDs

Main = DL or NB ID card

2<sup>nd</sup> = Birth certificate (or other gov=t ID)

**PLEASE PHOTOCOPY IDs**

**Ask client to fill out the following forms :**

**FORM 6388** (this form replace form JD478)

- **Part 1** (to be filled out by client)

As usual, client will **provide us with complete info**. Make sure that each field is filled out and that the writing is legible. Also, that we have a **daytime phone #**. We will be calling client when results ready for pick-up.

- **Part 2** (Consent)

Ask client to date and sign

**Check box under the signature for pick up**

- **Part 3** (Type or search)

Ask client to read info and to initial # 1 (name-based CRC) and # 4 (Declaration)

- **Part 4** (IDs)

RCMP employee will be writing down the IDs (1) DL or NB ID card

(2) Birth certificate or any other valid ID

#### **FORM 6359**

Ask client to read Instruction and to initial instruction sheet

Then, ask client to fill out and sign 6359 form

#### **FORM 6389** (Release of results)

To be filled out by RCMP after all databases were searched

### FOR CRC with VS

#### Ask for 2 valid Ids

Main = DL or NB ID card

2<sup>nd</sup> = Birth certificate (or gov=t ID)

**PLEASE PHOTOCOPY IDs**

**Ask client to fill out the following forms :**

**FORM 6388** (this form replace form JD478)

- **Part 1** (to be filled out by client)

As usual, client will **provide us with complete info**. Make sure that each field is filled out and that the writing is legible. Also, that we have a **daytime phone #**. We will be calling client when results ready for pick-up.

- **Part 2** (Consent)

Ask client to date and sign

**Check box under the signature for pick up**

- **Part 3** (Type or search)

Ask client to read info; to initial # 1 (name-based CRC); # 3 (VS) and # 4 (Declaration)

- **Part 4** (IDs)

RCMP employee will be writing down the IDs (1) DL or NB ID card

(2) Birth certificate or any other valid ID

#### **FORM 3923** (VS)

Client will fill out Part 1, 2 and 3 and sign

#### **FORM 6359**

Ask client to read Instruction and to initial instruction sheet

Then, ask client to fill out and sign 6359 form

