



**BRITISH COLUMBIA ASSOCIATION OF SCHOOL PSYCHOLOGISTS**

## FORM 5: RCMP Criminal Record Check

Applicants for Certification/Membership in the British Columbia Association of School Psychologists are required to provide a completed Criminal Record Check as part of their Certification Application.

1. The Applicant should request this Criminal Record Check at their local RCMP station, during the posted business hours. RCMP stations only process these Criminal Record Checks for persons within their local area – if you request this service from a RCMP station out of your immediate locality you will be turned away.
2. Present a copy of this FORM 5 along with two pieces of photo identification requesting the Criminal Record Check. The RCMP Representative will need to view this FORM 5 which states that this service is a requirement for your application and they will often keep the FORM 5 for their records.
3. The RCMP Representative will have you complete a personal history information form and pay a processing fee. Be prepared to pay cash, usually in the amount of \$65 or less. You will be provided a receipt for your payment.
4. You should allow a minimum of 4 weeks for processing your Criminal Record Check, although it often completes in less time.
5. In some instances, the completed Criminal Reference Check will be mailed directly to you, in which case you will need to forward it onward to the BCASP Membership Secretary.
6. If offered by the RCMP Representative, as the fastest alternative, you certainly may have the completed Criminal Reference Check sent directly to the BCASP Membership Secretary using the mailing address indicated below.

Application materials should be addressed to:

**Michael Scales**  
**BCASP Membership Secretary**  
**1642 East 4<sup>th</sup> Avenue**  
**Vancouver, BC V5N 1J8**