



## 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 a copy of a Criminal Record Check from their local RCMP station or their local municipal police department. An official copy of a Criminal Record Check from the Attorney General's Office may also be submitted if it is authenticated by their School District.
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:

**Stacey Kemp**  
**BCASP Membership Secretary**  
**103-522 Edmonton Ave.**  
**Penticton, B.C. V2A 2H2**