



## **Procedure for Completing the Police Information Check (Criminal Record Check)**

1. Download, print and fill out the Police Information Check Letter and the Police Information Check Form at <http://www.pgminorbasketball.com/coaching-info.php>
2. Go to the police station at 455 Victoria Street. Bring the letter and two pieces of identification (one must have a picture). If using a driver's license that has your care card attached then this will be considered 2 pieces of identification.
3. The RCMP detachment will contact you when the PIC is complete and ready for you to pick up.
4. Send in the results to [pgminorbasketball@gmail.com](mailto:pgminorbasketball@gmail.com) or bring to the gym and give to an executive member.
5. The PIC will be reviewed by PGMBA Executive and kept on file.
6. The PIC will be valid for 3 years of volunteering with PGMBA and then a new PIC will be required.