



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

1. Download and print out the *Police Information Check Letter – PGMBA* and the *Police Information Check form*.
2. Go to the police station at 455 Victoria Street. Bring the letter, the completed Police Information Check form 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. Bring the completed PIC to one of the PGMBA executive members at the gym or mail to 3406 Riverview Road, PG, BC, V2K 4Y8. The PIC will be reviewed by PGMBA Executive and kept on file.
5. The PIC will be valid for 2 years of volunteering with PGMBA and then a new PIC will be required.