



PGMBA
PRINCE GEORGE MINOR
BASKETBALL ASSOCIATION

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

1. Download and print out the *Police Information Check Letter – PGMBA*
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 licence that has your care card attached then this will be considered 2 pieces of identification.
3. Obtain and fill out a Police Information Check (PIC) form at the police station. You are applying for a PIC-VS (for volunteer services that involve children).
4. The RCMP detachment will contact you when the PIC is complete and ready for you to pick up.
5. Send in the results to pgminorbasketball@gmail.com or mail to 2840 Hammond Avenue, Prince George, V2M 1A5. The PIC will be reviewed by PGMBA Executive and kept on file.
6. The PIC will be valid for 2 years of volunteering with PGMBA and then a new PIC will be required.