

CRIMINAL RECORD CHECK INSTRUCTIONS

The following instructions are for completing an Enhanced Criminal Record Check online through [MyBackCheck.com](https://mybackcheck.com)

Please follow these instructions if you have been requested to complete a Criminal Record Check as a part of your volunteer application.

Step One - You will receive an email from mybackcheck.com to initiate the process. Click on the link in the email.

Step Two - Once the link is clicked, you will be asked to create an account with [MyBackCheck.com](https://mybackcheck.com). This is done to ensure your information is protected. Follow the on screen instructions. (if you already have an account you can skip this and login directly)

Step Three - Once you create the account, you will receive an email to verify the account. Find the email and click on the link to verify. You will be directed to the login page and you can now login with your username and password.

Step Four - Once logged in, click on your INBOX tab and you will have access to the invitation to complete the check. You will need to accept the invitation and then navigate to your MyAccount section and continue the application.

Step Five - Follow the on screen instructions. You will be asked to verify your identity by answering some questions. The process is explained as you follow on screen instructions. Once this is completed, your check will be submitted.

Should you prefer to complete the required police check in person, you are able to do so at the Police Headquarters located at 245 Smith Street between 8AM and 3:30PM or at any RCMP station outside the city. Please inform us if you intend to use this process as certain requirements may apply.