**Police Information Checks – Oceanside RCMP**

Oceanside RCMP is now accepting electronic Police Information Check (PIC) applications. You will need to complete the ***electronically fillable* application form, provide two pieces of government-issued identification, proof of payment if applicable**, and submit these via email to [Oceanside\_admin@rcmp-grc.gc.ca](mailto:Oceanside_admin@rcmp-grc.gc.ca). Once all required information has been received, our office will initiate the process. Your results will be ready for pick up in two weeks time during office hours (Monday to Friday, 8:30am-4:30pm). Bring your government issued picture ID when picking up your results.

***Cost:***

* Volunteer: No charge if volunteer letter provided. Please include a photo or scanned copy of the letter with your application.
* All other reasons: Cost is dependant on residential address
  + Residents of City of Parksville: attend their office to make $40 payment
  + Residents of Town of Qualicum Beach: attend their office to make $40 payment
  + Residents of Regional District of Nanaimo (RDN): no charge

***Vulnerable Sector Fingerprints:***

If your ***date of birth*** and ***gender*** match someone who has been convicted and subsequently pardoned for a sexual offence, you will be contacted to make an appointment to provide exclusion fingerprints. A $25 fee is required from ***employment*** applicants. The fee is required in certified cheque or money order and payable to the Receiver General of Canada. There is no fee for volunteers.

***Electronic Applications Steps to Follow:***

1. For electronic applicants, open the attached “PIC Application FILL-IN FORM\_Template” and **type in your responses directly into each field in the form, then save**. Fill out the PIC application form in its entirety. **If you are unable to electronically sign, you may provide your signature when you attend the detachment to pick up the results**. If any fields do not apply, please put “N/A”. Incomplete PIC forms will be returned.
2. Two pieces of government issued ID. At least one piece of government-issued ID must have a photograph, for example Driver’s License, Passport, Permanent Resident Card, Firearms License, Nexus Card, Secure Certificate of Indian Status Card (Federally Issued), etc.
3. Attach volunteer letter if one has been supplied by the Volunteer site.
4. Receipt for $40 payment for residents of City of Parksville or Town of Qualicum residents.
5. Send electronic copies of all of the above to [Oceanside\_admin@rcmp-grc.gc.ca](mailto:Oceanside_admin@rcmp-grc.gc.ca)

Please feel free to contact Oceanside RCMP with any questions at

July 2nd. 2020

250-248-6111.