



Police Record Checks for Potential Members and Renewals using BackCheck

New procedures have been put in place across GGC to facilitate the processing of police record checks (PRC) using a service called **BackCheck**. The entire process is done online. Here's what you need to know:

- **PMBRs (Potential Members)**

1. Upon receipt of an A.1, the provincial office will begin the PRC process by submitting the information to BackCheck. There are **no paper forms** to be filled out.
2. PMBRs will be contacted by BackCheck directly to complete the process, including **reference checks**. PMBRs will no longer have to provide references to the Screener/DC.

- **PRC renewals for MBRs (Members)**

1. Two months prior to the PRC expiration date, MBRs will receive a **reminder letter** from the provincial office explaining the PRC renewal process. At this point they will also receive a copy of their member profile so they can make updates as needed, e.g. new contact details.
2. A few weeks after the reminder letter is sent, the MBR will receive a **personalized email** prompting them to take the steps to immediately renew their PRC online via BackCheck. The email contains a link that is specific to the MBR and should NOT be forwarded. There are **no paper forms** to be filled out. Please ensure we have the correct email address on file.

IMPORTANT NOTES:

- For **non-members**, the process has not changed. PRC request forms from the SPVM must be sent to the provincial office as soon as possible for processing, accompanied with an A.7. Non-member renewals should follow the same SPVM process. Note that reminder letters are sent as is done with MBRs. In exceptional cases (e.g. a PRC is needed urgently), please communicate with us directly at imis@guidesquebec.ca or 1-800-565-8111
- Districts that regularly use their local Sureté de Québec office: Please start using BackCheck for both PMBRs and MBR renewals. For non-members, please start using the PRC request forms from the SPVM and send them to the provincial office as soon as possible for processing, accompanied with an A.7.
- Should someone be unable to complete the online process, or for any questions, please contact us at imis@guidesquebec.ca or 1-800-565-8111