

ALL POLICE RECORD CHECKS NOW DONE THROUGH BACKCHECK

BackCheck (also known as SterlingBackcheck) is a well-established company which provides fast and confidential service. National has obtained a contract with BackCheck to provide all Police Record Checks (PRCs) and reference checks. This will save time for our members.

As of May 12, 2014, we will no longer be able to accept a PRC from the RCMP, municipal police or Ministry of Justice. However any that are already in progress will be accepted

New process for current members requiring a renewal of their PRC:

- A reminder letter with instructions and the BackCheck internet link will be sent from the Provincial office to the member six months before her PRC expires.
- The member will go online and apply to BackCheck for a PRC.
- BackCheck will complete the PRC within a few days and will send the results to our Provincial office where it will be entered on to the iMIS record.

Who Pays for What

- New member PRC and Ref. Checks - \$35 – BC Council gets billed for these

PRC renewal **Members – National pays for these**
Non Members – pay for their own with credit card (\$23)

- Reference checks only - \$19 – BC Council gets billed for these

NOTES:

- **Start Date:** May 12, 2014
- **Who:** All our PRCs and reference checks will be done ONLY through BackCheck. PRCs completed from any other source after May 12 cannot be accepted.
- **Results:** All results will be received and entered at the Provincial office.
- **Paper process** - available for exceptional cases. Contact our office for assistance at: **1-800-565-8111**

QUESTIONS: Please send questions to: imis@bc-girlguides.org

With sincere thanks for your help in implementing this new process and for all that you do for Guiding.

Rosemary Meech, Provincial Membership Adviser