

Dear Parent/Guardian:

Thank you for your interest in volunteering at Queen Mary! We appreciate the time and energy you will be spending in support of our students. However, we must exercise care in selecting and screening adult volunteers who wish to work with children. As part of our volunteer process, you are required to have a **Police Information Check (PIC)** completed*

Police Information Checks (PIC) are obtained by going to your local police department in the municipality of your residence. If you live in North Vancouver, you would go to the North Vancouver RCMP at **147 14th Street East, North Vancouver BC, V7L 2N4**. If you live in West Vancouver, you would go to West Vancouver RCMP etc.

PICs are valid with the NVSD for **five years**. If you are unsure if you have a valid one on file, please email hr@sd44.ca to confirm.

Steps to complete your Police Information Check:

1. Complete the Volunteer Position Form
2. Obtain your Police Information Check
3. Return your Police Information Check

1. Complete the Volunteer Position Form:

Register your volunteer position information with NVSD by completing the [Volunteer Position Form](#).

2. Obtain your Police Information Check:

You will need **two separate pieces** of government issued identification (one photo ID) and proof of your current address. Please note BC Care Cards and Social Insurance Cards are no longer forms of ID and will not be accepted. The new BC Services Card is acceptable but must be separate to your Driver's Licence. For more information on Volunteer Police Information Checks, click [here](#).

You will also need to provide the three forms referenced as "(take to RCMP)" below. The NV RCMP PIC Application needs to be **filled out by you and printed**. The NVSD Volunteer email and the NVSD Volunteer letter will need to be printed and shown at the RCMP office in order to have the processing fee waived (free of charge).

PICs are typically completed while you wait, however, processing times may vary.

3. Return your Police Information Check:

Return your original PIC to the NVSD - 2nd Floor Human Resources, 2121 Lonsdale Avenue, North Vancouver BC, V7M 2K6. There is visitor parking which can be entered via 21st Street. Building hours are Monday - Friday, 8:30am - 4:30pm.

This information can be found also on the NVSD website.

[Police Information Check for Volunteers - Police Information Check for Volunteers \(sd44.ca\)](#)