

## Criminal Record Check (CRC)

Dear Cap Church Volunteer:

Thank you for your commitment to our children and youth by your involvement in CapKids. We have made significant changes in our program over the last several years to ensure that safety is one of our main priorities. We now require all of our volunteers receive a Criminal Record Check (CRC).

This has become standard practice in most churches in BC and is now required by our insurance company to enable us to receive full protection and insurance privileges.

It is our goal to have all our volunteers who are in contact with children or youth to go to their local police station and complete a Criminal Record Check. These persons would include nursery, toddler, preschool leaders, teachers, shepherds, youth leaders, drivers and mentors. All pastors, ministers, staff, deacons and elders will also be required to complete the CRC.

(Please note that even if you have already completed a CRC for your work or other institutions you are still required to complete one for CapChurch as well.)

Our sincere appreciation and thanks for your support of this very important matter. We have a letter from CapChurch that you must take with you to your local police station. Also the CRC form is on our website if you want to print it off and fill it out before going to the RCMP office in your municipality. If there is a cost to the CRC CapChurch will reimburse you.

- You must be a permanent resident within the City or District to which you apply for your CRC.
- Bring picture ID with your address (driver's license) or picture ID and a document with your permanent address.
- Bring a second piece of ID as well.
- Bring the attached CapChurch Volunteer letter.

North Vancouver Police Dept. Burnaby Police Dept.  
147 East 14th  
Hours 8:00 am – 8:00 pm  
No cost

North Vancouver Police Dept. Burnaby Police Dept.  
6355 Deer Lake Avenue  
Hours 8:00 am – 8:00 pm  
No cost

Vancouver Police Dept.  
312 Main Street  
Hours 8:00 am – 5:30 pm  
Monday to Friday  
No Cost

West Vancouver Police Dept.  
1330 Marine Drive  
Open 24 hours  
Cost - \$ 22 – exact cash only  
bring a self-addressed stamped envelope

**CapChurch**  
**PO Box 86985 Stn. Main**  
**North Vancouver, BC V7L 4P6**

Thank you and God Bless!!

*Sue Carabetta*

Sue Carabetta  
Minister to Families, Newcomers, and Community Development  
Capilano Christian Community Church

**SERVICE:**  
10 to 11:30 am Sundays  
Mulgrave School  
Cypress Bowl Exit, West Van

**MAILING ADDRESS:**  
PO Box 86985 Stn. Main  
North Vancouver, BC V7L 4P6

Phone 604.980.8997  
life@capchurch.ca  
www.capchurch.ca

To Whom it may Concern:

Re: Capilano Christian Community Church: Criminal Record Check

Capilano Christian Community is an independent, non-denominational church that meets each Sunday morning at Mulgrave School 2330 Cypress Bowl Lane West Vancouver, BC, V7S 3H9

Our congregation has about 400 members. We run a full Sunday School program as well as youth group activities for over a hundred children ranging in age from babies to senior youth.

We require a criminal record check for the volunteers in our programs who work directly with our children and youth.

Please ensure that a level 2 check is conducted (records of criminal convictions attainable through CPIC for which a pardon has not been granted plus records of outstanding criminal charges of which the RCMP are aware or which are indicated with the Investigative Data bank of CPIC) and a Vulnerable Sector search is conducted.

Should you have any questions – please contact our office at 604-980-8997.

Sincerely

Sue Carabetta  
Minister to Families and Newcomers  
Capilano Christian Community Church