



Yellowknife Community Garden Collective

Notification of Requirement for Criminal Records Check

You have applied to garden at the Weledeh Garden, located on the grounds of Weledeh School. You will be working one-on-one with students at the school. This means that you need to have a criminal records check (CRC) performed annually by the RCMP. There is no cost for this. The process takes about 2 weeks and two or three visits to the police station.

Instructions:

Take this paper with you to the RCMP. They are open Mon-Fri 9-5. If you have questions about the process call the RCMP non-emergency number at 669-5100.

- Bring two pieces of government issued ID, one must be photo ID.
- Tell the RCMP that you will be working one-on-one with children.
- Request that the CRC be released to you.
- A finger print may be required. If this is the case they will notify you by phone. They do fingerprinting on Tues & Wed 1:30-3:30. Outside that time you need to call first to see if anyone is available. Bring this paper with you for the finger print session to establish that the CRC has been requested by the Garden.

When the CRC is complete you will be notified by phone to pick it up. After you receive it, take it to the Weledeh Membership Coordinator or mail it to the Yellowknife Community Garden Collective at the address on this document. The CRC will remain in our file for the duration of the gardening season.

Your plot can not be assigned until after the CRC is received by the Garden Membership Coordinator. If your CRC has not been received by the time of the Spring Social your plot may be assigned to someone else.