



## CRIMINAL RECORD CHECKS

Camosun International requires Criminal Record Checks (CRC) from all Camosun Homestay hosts.

All Homestay household members age 18 years and over must submit a CRC to Camosun International.

The CRC must include a Vulnerable Sector Search because hosting Camosun students involves contact with children or vulnerable adults.

The CRC's that are submitted with the Homestay Host Application package must be dated within the last 6 months. Updated CRC's are required every 3 years thereafter.

There is normally a charge for each CRC. The Homestay host is responsible for all fees associated with obtaining a CRC. There are some waivers for the fee available for some types of volunteer work.

Camosun International does not need to keep your original CRC on file. We do however need to see the original CRC. We will make a copy of the CRC and keep the photocopy of the CRC on file.

### **Criminal Record Check Procedure:**

- Each individual member of your household, age 18 years and older, must go to the local police detachment to request a CRC.
- You must inform the police that Camosun International requires a Vulnerable Sector Search due to your contact with children and vulnerable adults.
- You may be required to undergo fingerprinting prior to the completion of your CRC. This additional check can cause a delay in obtaining your completed CRC from the police.
- When you obtain your completed CRC from the police please bring your original CRC to Camosun International, at either campus. The housing coordinator or the receptionist will make a copy of your original CRC and return the original to you. Camosun International is open Monday-Friday 9:00AM-4:00PM. We are closed for lunch from 12:00PM-1:00PM.

Criminal Record Checks can be obtained through your local community police detachment. Additional information for residents of Victoria municipalities is available through the links below:

- **Victoria & Esquimalt** - <http://vicpd.ca/>
- **Saanich** - <http://www.saanichpolice.ca/>
- **Oak Bay** - <http://www.oakbaypolice.org/>
- **Western Communities**-  
<http://bc.rcmp.ca/ViewPage.action?siteNodeId=564&languageId=1&contentId=-1>