



**City of
Richmond**

**Registration Package & Procedure for
Body Rub Employee Criminal Record Check**

Business Licence Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

www.richmond.ca

Tel: 604-276-4328 Fax: 604-276-4157 Email: BusLic@richmond.ca

1. Obtain a registration package from Richmond City Hall or City website.
2. Take both copies of form together with original picture identification to the RCMP Office (Monday to Friday from 8:00 am to 5:00 pm).
3. Have RCMP sign Section 5 of Form E. RCMP to retain supplemental Form E1 (Consent for Disclosure of Criminal Convictions Information) for processing.
4. Employee to submit completed Form E to the Business Licence Clerk at Richmond City Hall.
5. RCMP Front Counter staff will:
 - i) fax Supplemental Form E1 to the Business Licence Department (604-276-4177) within 24 hours of receiving; and
 - ii) forward a copy of Form E and Form E1 to G.I.S. NCO I/C.



Form E

New Employee Start Date: Day Month Year

1. Employee's Name: Surname First Name Middle Initial Alias / Nickname:

2. Body Rub Studio: Name

Address: Unit No. Street No. Street Name Richmond BC City Province Postal Code

Tel. No.:

3. Employee's Information:

Birthdate: Day Month Year S.I.N.:

Home Address: Unit No. Street No. Street Name City Province Postal Code

Home Tel. No.: Cell No.:

4. Identification Submitted:

Copy of Driver's Licence or BC Identification Card or Passport / Landed Immigrant Papers
Plus: Social Insurance Number

5. RCMP Form E1: Received at RCMP Office on: Date Signature of RCMP Receiver

I the undersigned make application for a Criminal Background check and declare that the statements I have made are true and correct. I understand that information from this registration form may be forwarded to Citizenship and Immigration Canada and the Ministry of Social Development and Economic Security.

This form completed by: (Please print)

Signed: Date:

Office Use Only
Supplemental RCMP Form E1 returned from RCMP: Yes No
Received by: Date:
Approved by Chief Licence Inspector: Date:



Supplemental RCMP Form E1 (Please print)

PART 1

Surname		Given Name (1)		Given Name (2)		Sex <input type="checkbox"/> M <input type="checkbox"/> F		Tel. No. (incl. area code)	
Address (no., street, apt.)				City		Province		Postal Code	
Date of Birth (yyyy-mm-dd)		Place of Birth		Driver's Licence No.		Usual Alias / Nickname Used			
Previous Address (if less than 5 years at current address) Address (no., street, apt.)				City		Province		Postal Code	
Body Rub Studio Name				Address					

PART 2

Pursuant to Section 8(1) of the Privacy Act of Canada, I hereby authorize the Royal Canadian Mounted Police to disclose my personal information to **City Of Richmond, Business Licence Department, 6911 No. 3 Road, Richmond, BC V6Y 2C1.**

PART 3

Waiver and Release:

I hereby release and forever discharge Her Majesty the Queen in Right of Canada, the City of Richmond, the Royal Canadian Mounted Police, their members, employees, agents and assigns from any and all actions, causes of actions, claims and demands for damages, loss or injury, which may hereafter be sustained by myself, howsoever arising out of the above authorized disclosure of information and waive all rights thereto.

PART 4

This consent is valid for a period of twelve (12) months from the date of signature.

Signed this _____ day of _____, _____ Signature of Applicant: _____

PART 5

Following is information contained in the records of the RCMP or records from other police forces accessible through computer queries and is based on a name and date of birth check only. ****A record may or may not exist** for the subject of this inquiry, positive identification and a certified criminal records check can only be obtained through a fingerprint check. This can be made with the submission of a complete set of fingerprints to:

INFORMATION AND IDENTIFICATION SERVICES
CANADIAN CRIMINAL RECORD INFORMATION SERVICES
Box 8885
Ottawa, Ontario K1G 3M8

Young Offender Information – The Young Offenders Act makes it an offence to disclose young offender information. In cases where an adult's record contains young offender information or a young offender requests a copy of his/her criminal record, the criminal record information **MUST** be given to the requester. Individuals can disclose their own information, but even with consent the RCMP are not legally permitted to disclose young offender information.

Instruction to Requesters: The following section contains varying degrees of police information.

- Only police information for Sections 210, 211, 212, 213 of the Criminal Code will be required.
- Place your initials in the Initials box to provide consent for the RCMP to disclose appropriate information for Sections 210, 211, 212, 213 of the Criminal Code.
- The party identified in Part 2 will be advised accordingly of negative checks.
- Checks resulting in possible "hits" for information may require confirmation by the submission of fingerprints.
- You may withdraw this consent prior to disclosure.

Please Note: This form is part of the criminal record check process. Failure to complete in full will result in criminal record check not being processed.

No.	Initials	Category of Information for Disclosure	FOR POLICE USE ONLY
1.		Records of criminal convictions for Sections 210, 211, 212, 213 found in the Identification Data Bank attainable through the Canadian Police Information Centre (CPIC) for which a pardon has not been granted. RCMP: Make CPIC Criminal Record "LEVEL 1" Query ONLY.	<input type="checkbox"/> None Located <input type="checkbox"/> ** May or may not exist

COMPLETED BY:

Member (signature)	Reg. No.	Unit	Date
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