



## **Important Notice Request for Criminal Record Search**

The following is provided to assist you, as a driver training instructor applicant, in obtaining the necessary disclosure of information:

### **Complete a criminal record search**

Please present this notice to a Police or RCMP detachment in order to have a criminal record search completed. Because a driver training instructor may provide training to minors, **a vulnerable sector search must also be completed for you.**

### **Complete a fingerprint comparison (if necessary)**

To verify your identity and/or release any record information, it may be necessary for you to have a Fingerprint Comparison completed by the Police or RCMP detachment. You'll need to then forward your Fingerprint Comparison to Ottawa to have your information released for our review.

**NOTE:** As it may take up to 120 days (four months) or more to receive this information, it is important for you to begin this process immediately.

### **Submit your criminal record information to ICBC**

Submit the completed Disclosure of Criminal Record Information form (original copy) and the results of the Fingerprint Comparison (if applicable) to:

**ICBC  
Driver Training Industry Support  
PO Box 3750  
Victoria BC V8W 3Y5**

**Attention: Dylan Michael, Manager**

If you have any questions or concerns regarding these procedures, please don't hesitate to contact us.