

# OBTAIN A CRIMINAL RECORD CHECK

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Effective May 1st, 2020 the Woodstock Police Force will be moving to an online process for individuals who require a police record check. This new process will allow you to apply for a police record check 24 hours a day without having to attend our office. All aspects of the application process, including identification verification and payment, are handled electronically. If there is no follow up required, your completed police record check will be emailed to you within 10 business days.

Follow this link to access the online Police Record Check application system. <https://www.policolutions.ca/checks/services/woodstocknb/>

Please note, you cannot apply on behalf of another person. Authentication questions will be based on the applicant's personal credit file and the questions are timed to ensure a prompt response and to further enhance security and privacy. Online police record checks are ONLY for applicants that reside in Woodstock, New Brunswick.

This process is intended for persons living and working in Canada. If you are living and/or working outside Canada, you should obtain a police record check from the RCMP through the submission of fingerprints.

The fees for criminal record checks are as follows:

| <b>Fee Excluding Taxes</b>                 | <b>Basic Sector Check</b> | <b>Vulnerable Sector Check</b> | <b>Turnaround Times</b> |
|--------------------------------------------|---------------------------|--------------------------------|-------------------------|
| Employment                                 | \$40.00                   | \$40.00                        | 10 business days        |
| Students (not employment/association fees) | \$10.00                   | \$10.00                        | 10 business days        |
| Immigration                                | \$40.00                   | not applicable                 | 10 business days        |
| Volunteer                                  | \$10.00                   | \$10.00                        | 10 business days        |
| Expedited Employment                       | \$100.00                  | \$100.00                       | 2 business days         |
| Expedited Student                          | \$100.00                  | \$100.00                       | 2 business days         |
| Expedited Volunteer                        | \$100.00                  | \$100.00                       | 2 business days         |

**\*\*If fingerprints are required to complete a vulnerable sector check, you will receive a call to schedule fingerprinting. An additional \$50 fee must be paid prior to fingerprinting for non-volunteers.\*\***

The fees for fingerprints only (employment, record suspensions, etc) are as follows: Fingerprinting is by appointment only

|                                   |                       |
|-----------------------------------|-----------------------|
| Employment Federal Government     | no charge             |
| Non-Federal Government            | \$50.00               |
| Immigration / Citizenship         | no charge             |
| Record Suspensions / pardons \$50 | \$50.00               |
| Border Visa Crossing \$50         | \$50.00               |
| VS fingerprinting if required     | Employment - \$50     |
|                                   | Volunteer - no charge |

If you have any questions or require further assistance, please contact 506-325-4601.