

How do I get a Criminal Record Check?

The Ridgewood Church and its Children's Ministries (Sunday School, Babysitting, Youth, VBS and Camp) require a Criminal Record Check of all volunteers over the age of 18. Below are instructions for how to obtain this.

Gather Documents

1. **Criminal Record Check Request Form** from the church office *with your typed name and a church staff member's signature*. This proves you need your check for volunteer purposes, so you won't have to pay for the processing fee. You may call 204.326.2957 or email admin@ridgewoodchurch.ca to obtain this.
2. **Copy of TWO pieces of ID** One must have your *current physical address* on it. One must be a form of *photo ID*. Options of acceptable ID are drivers, license, MB Health card, passport, and birth certificate.

Submit the above to the police station in person, Monday-Friday, 8 am-4 pm.

Steinbach RCMP
100 PTH 12 N
Steinbach, MB

You will receive your results by mail, this process may take 4-6 weeks.