



ROTARY DISTRICT 5010 YOUTH EXCHANGE PROGRAM

Criminal Background Check Process (Yukon Territory)



1. Rotary District 5010 (the District) will identify those individuals in the District who will be adults 18 years of age or older in the host families or Rotary volunteers who will have direct, one-on-one contact with the student.
2. The District will obtain a Youth Volunteer Application (the Application) from each individual covered by the District's Student Protection and Criminal Background Check policies.
3. The final two pages of the Application are the Consent for Disclosure of Criminal Record Information, form RCMP GRC 3584e (2005-12) and the Consent for a Criminal Record Check for a Sexual Offence for which a Pardon has been Granted or Issued, form RCMP GRC 3923e (2001-11) ICS. Disregard the Consent to Criminal Background Check. This page is used only in Alaska.
4. Each individual will require a level 4 check. Therefore, please complete both the form 3584: Consent for Disclosure of Criminal Record Information and form 3923: Consent for a Criminal Record Check for a Sexual Offence for which a Pardon has been Granted or Issued.
5. Each individual needs to complete only Part 1 and Part 4 and initial box #4 in Part 5 of form 3584; do not complete Parts 2, 3, or 5. Complete all of the parts of form 3923. Remember to sign both forms.
6. Each individual must submit the completed forms in person at the local RCMP detachment in Whitehorse. When submitting the forms, individuals are required to produce two pieces of identification; one piece of identification must have a photograph.
7. The RCMP charges a fee for this service. Other police forces may charge a fee to process the Criminal Record Check. The District reimburses individuals for the cost of the Criminal Record Check.
8. The results of the Criminal Record Check are returned directly to the individual who submitted the application. The RCMP does not release results to the District. The individual can appeal to the RCMP if he/she believes that information in the report is incorrect.
9. The individual is responsible for providing the results of the Criminal Records Check to the District. Please submit or mail the final form to Rotary District 5010 Youth Exchange Program, ATTN CBC Officer, P.O. Box 90162, Anchorage, AK 99509-0162.
10. The District's CBC Officer is the only person who will see the information recorded on this page. The District's CBC Officer is a non-Rotarian retained contractually to implement the District's background check process.
11. The District will review the reports received for each individual.
12. If the results obtained do not show adverse information that might suggest a potential disqualification, the District will send an e-mail confirmation of positive findings to the authorized club officer.

13. If the results obtained contain adverse information that suggests a potential disqualification, the District chair will notify the authorized club officer regarding the decision process that the District will use and how the District will communicate the decision to the individual in the event of a disqualification.
14. In the event of a potential disqualification, the District will send a Notice of Anticipated Adverse Action to the individual.
15. When a decision for disqualification has been made, the District will send a notice of that decision to the individual.
16. In the unusual situation where the Criminal Record Check reveals that further search is necessary at the local courthouse level, this will be communicated to the club and a discussion held with the authorized club officer of the options and merits of obtaining the necessary information.
17. Should additional information be required, the District will have the option as to how the information should be obtained.
18. The District will maintain a record of all Criminal Records Checks related to an individual in a secure file. The record will include all reports of Criminal Records Checks performed and the type of information that was reported to the club, as well as the date on which it was reported.
19. The District will retain the record of a Criminal Records Check in a secure file for ten (10) years.
20. Except for the Youth Volunteer Affidavit and notes from the personal reference checks, no other personal information will be seen, copied, or retained by Rotarians in the local Rotary Club or the District.
21. Any questions or comments about the District's Student Protection Policy, its Criminal Background Check Policy, or this Criminal Background Check Process should be addressed to the District 5010 Youth Exchange Chair or the Alaska-Yukon Chair.

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