



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:

Request 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.**

Fingerprint Comparison (if necessary)

If fingerprinting is required in order to verify your identity and/or release any record information, please be advised that you **must** have a Fingerprint Comparison completed by the Police or RCMP Detachment. It is important to forward your Fingerprint Comparison to Ottawa to have your information released for our review.

NOTE: As it may take up to 120 days (4 months) or more to receive this information, it is important for you to begin this process immediately.

Submit 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:

**Insurance Corporation of British Columbia
Driver Training Unit
PO Box 3750
Victoria BC V8W 3Y5**

Attention: Tom Corsie, Manager

If you have any questions or concerns regarding these procedures, please contact our office using the contact information below.

Thank you for your co-operation.