



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: Craig Stirling, Manager

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