



New and Improved Criminal Record Check Booking System

The fall season is an extremely busy time for the Regina Police Service Criminal Record Check Unit.

A return to school, sports and other extracurricular activities creates the need for thousands of volunteer criminal record checks. On average, as many 2,500 checks are completed during September each year.

Appointments are required in order to have an in-person criminal record check completed. Walk-ins are not allowed. We understand people are busy so we implemented a new booking system that makes the process seamless and helps people through each step with plenty of information and reminders.

Here is what you can expect when booking an in-person appointment:

Step 1: Book your appointment [online](#).

Step 2: You will receive confirmation via text message and an option to load the appointment into your calendar.

Step 3: You will be sent several text reminders prior to the appointment with an option to cancel if needed by replying to the text with 9. (You will also be sent directions, as we are still under construction and it can be tricky to find the front entrance!)

Step 4: Arrive at RPS Headquarters for your appointment with two pieces of government issued ID, check in with our Commissionaires and you will be alerted via text when it is your turn.

Online Criminal Record Checks are an option, and are encouraged. They come with an extra fee of \$9.95 in addition to the following costs: Basic Criminal Record Checks for Employment \$45.00. Record checks for volunteers are \$10.00. Whether you are requesting an online check or coming in-person, get your appointment booked/online form completed as soon as possible to avoid waiting.

Are you an employer or volunteer organizer? Learn how to ensure you are receiving a legitimate criminal record check document [here](#).

For more information please visit our Criminal Record Check [webpage](#).