



RECONSIDERATION REQUEST PROCESS

1. An applicant who had a Police Information Check with Vulnerable Sector Screening (PIC-VS) may wish to have information excluded from the results. This process is not suitable for the Police Information Check (PIC) because the process is for the purposes of non-convictions only. Individuals wishing to have information removed from their PIC can utilize the Record Suspension process through the Parole Board of Canada. Information that is listed incorrectly because of a mistake or lack of information should be handled outside of this process.

2. A reconsideration request must be made by the applicant in writing and submitted to:

**Director, Information Management Section
Vancouver Police Department
3585 Graveley Street
Vancouver, BC
V5K 5J5**

3. Requests for reconsideration should be made within 30 days of the completion of the applicant's PIC-VS. Reconsideration requests will be processed as quickly as possible.

4. The reconsideration process will take into account the request of the applicant, and will include the following stages:

- check that all procedures in accordance with these guidelines have been followed
- check that all disclosed offences or contacts are confirmed and releasable
- consideration of the applicant's request for information to be excluded
- a written explanation of the final decision of the police agency

5. The reconsideration request will be considered by an individual not involved in the original application, and senior to the original processor. All decisions regarding the reconsideration application will be made in accordance with these guidelines.