



CONSUMER SERVICES C-5
PHONE: (867) 667-5111
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Instructions for completing the Criminal Records Review Authorization Forms

As part of the application process for psychiatric nurses the applicant must submit to a criminal record check. There are two forms that need to be printed and completed as follows:

- [Form 3584e – Consent for disclosure of Criminal Record Information:](#)

This form needs to be sent directly from the RCMP to the Registrar. Therefore, in Part 2 the applicant needs to authorize the RCMP to disclose the personal information to the Registrar by completing the fields as follows:

Full name: Fiona Charbonneau
Title: Registrar
Name of organization: Yukon Consumer Services, YG
Address: P.O. Box 2703, C-5
City: Whitehorse
Province: Yukon
Postal Code: Y1A 2C6

In Part 5 under “Category of Information for Disclosure” all four levels need to be initialed.

- [Form 3923e – Consent for Criminal Record Check for a sexual offence for which a pardon has been granted or issued \(“Vulnerable Sector Consent”\):](#)

This form needs to be completed because you will be working with vulnerable people.

Under “Reason for the Consent” please complete the fields as follows:

Description of the paid or volunteer position: Registered Psychiatric Nurse
Name of the person or organization: Fiona Charbonneau, Registrar, YG
Details regarding the children or vulnerable person(s): I am applying to be registered as a psychiatric nurse and work with people who have mental health issues at
[insert place of employment] as a Registered Psychiatric Nurse.

- Remember to sign both forms. Incomplete forms will not be processed and will delay your application.
- Applicants **must submit the forms in person** at a local RCMP detachment. Applicants will be required to produce two pieces of identification. One piece of identification must have a photograph.
- The fee is waived at the Whitehorse detachment for applicants who require a Criminal Record Check because Yukon Government (YG) asks for it.
- It can take anywhere from 5 days to three weeks to process and complete a Criminal Record Check.
- **A Certificate of Registration as a Registered Psychiatric Nurse in Yukon will not be issued until the Criminal Record Check is complete.**

If you have any questions please contact the Licensing Officer at 867-667-5111.