

## DEAR COACH,

As a prerequisite to registering with Skate Canada, you are required to complete a Criminal Record Check online via myBackCheck.com. This check can be completed in three simple steps!

[www.backcheck.net/skatecanada](http://www.backcheck.net/skatecanada)



### STEP 1

#### REGISTER:

Create your own personal account.

myBackCheck.com  
Order • Store • Manage & Share your background check

Home Services for Individuals Services for Organizations

### Account Registration for Individuals

Welcome to myBackCheck.com! To get started, simply fill out the form below to create your account with us. All fields marked with stars are mandatory. If you need any help, please refer to the [FAQ](#). For further assistance you may [contact us](#).

**General Preferences**

Language  
English

**Your Profile Information**

Prefix Name No Preference	First Name *
Middle Name(s)	Last Name *
Suffix Name	Date of Birth (YYYY/MM/DD) *

Choose a User Name \*  
cmichell

You MUST register with the email address used to invite you

Email * calvin@hotmail.com	Verify Email Address * calvin@hotmail.com
Phone Number (including Area Code) * 416 221 0667	Phone Extension

For your security, please ensure your password has at least 8 characters containing the following: one uppercase letter, one lowercase letter, and one number.

**STEP 2**

**ORDER & CONSENT:**  
Provide your information and consent to the check online.

myBackCheck.com  
Order • Store • Manage & Share your background check

**Canada Post Physical Identification Form**

**Section 1 - Instructions for the Canada Post Retail Clerk**

1. Obtain two (2) pieces of identification from the applicant and a photo ID to applicant via their website.
2. Compare the information in the signature block section below with the identification provided by the applicant and the likeness of the person appearing before you.
3. Ensure the applicant's identity information is present in the signature block and obtain their signature.
4. Complete the identity questions in the signature block and affix your Canada Post date stamp.
5. Scan two pieces of identification and the signature block section.
6. Complete the BackCheck transaction in RPS to transmit the 3 images.

**STEP 3**

**VERIFY ID:**  
Print the ID Verification form and take it, along with 2 pieces of ID to a Canada Post location near you.

**Section 2 - To be completed by applicant and Canada Post Retail Clerk**

I acknowledge that information contained on this form is accurate. I acknowledge that I have provided consent and agreed to the terms and conditions presented to me when I completed my submission online at myBackCheck.com to obtain my Canadian Criminal Record Check.

Signature of Carolyn Betty Lewis: ▼	Date: ▼ 2010/7/12
Canada Post Date Stamp (Witness)* ▼	Maiden Name(s) & Other names: ▼ Betty
	Place of Birth (City/Country): ▼ Vancouver Canada
	Gender: ▼ Male
	Birth Date: ▼ 1982/03/24
The ID provided is consistent with the information provided in Section 2. <input type="checkbox"/> Yes <input type="checkbox"/> No	Position Applied For: ▼ Member
The likeness of the person appearing before me is consistent with the photo ID provided. <input type="checkbox"/> Yes <input type="checkbox"/> No	Requesting Organization: ▼ Skate Canada / Patinage Canada

Questions? Phone 1.877.455.6699 or Email support@mybackcheck.com

That's it! We will receive the forms from Canada Post and within one business day your check will be completed and automatically shared with Skate Canada. You can also log in to your myBackCheck.com account to view results online.