

Child Abuse Registry Check (CARC) Instructions

September 2025

The Child Abuse Registry Check is required for all **Tier 3: Community Trained Coaches**.

Please use the [MCA Submission Form](#) to complete your check, as this form covers the associated fee. Alternative forms will **not** be accepted.

The application consists of three parts, all of which must be completed and submitted **together using the MCA Submission Form**:

Submission Options via MCA:

1. **Online Submission (Preferred):**
Submit your CARC electronically through the MCA
Submission Form: [CARC Submission Form](#)
2. **In-Person Submission:**
Submit the completed form and identification at:
Sport For Life Centre
145 Pacific Ave, Winnipeg, MB, R3B 2Z6
Office Number: 403

Application Parts

Part 1: Consent to Collection & Disclosure of Information (Page 2)

- Read carefully.
- If you agree, sign and date at the bottom.

Part 2: Information and Results (Page 1)

- **Section A – Access by Employers:** Completed by Manitoba Cycling. **No action required.**
- **Section B – Subject's Information:** Complete all fields. If no middle name, indicate with a line. Sign and date at the bottom.
- **Section C – Manitoba Child Abuse Registry Results:** For Child and Family Services office only. **No action required.**

Part 3: Fee Payment

- MCA/Sport Manitoba covers the cost.
 - Print your name on the “Subject’s Name” line.
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Identification

You must provide **two valid pieces of identification** as listed on the form.

- **Online Submission:** : Include copies of both IDs with your submission.
- **In-Person:** Include photocopies of both IDs, verified, signed, and dated by someone who knows you. During COVID, family members may verify. Include verifier’s name, occupation, and signature.

Important Notes:

- ID’s must align with the identification that was selected on your application form.
 - IDs must be current. Update if your name or address has changed.
 - Out-of-province or country residents must provide appropriate local identification.
 - Accuracy is crucial: registry searches are based on the information provided.
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For questions or support, contact **Stephanie** at youthcycling@sportmanitoba.ca.