



## Criminal Record Check Instructions

### How to submit a criminal record check to VCC:

- Have your BC Services Card ready
- Go to the [eCRC online request page](#)
- Enter VCC's unique access code: **HQXHRWW2HV**
- Complete the Electronic Identity Verification process
- Fill out the form accurately
- Click 'Submit'

### Important information:

- **Have your BC Services Card ready.** To submit an online request for a criminal record check, you must have your identity verified using your BC Services Card. You will verify your identity by [video](#) or [in person](#). If you don't have a BC Services Card, an alternate option is available.
- **If you do not have a BC Services Card, or if you live outside of BC,** you must:
  - Complete a [Consent to a Criminal Record Check form](#)
  - Submit your consent form and 2 pieces of government issued ID to VCC
  - Make a \$28 [payment to VCC](#)
- **If you need to change your name or address on your BC Services Card,** go to the [BC Services Card website](#) or [BC's Change of Address Service](#).
- **You can share a previous CRC with VCC.** If you have a valid CRC that meets VCC's requirements, the eCRC system will automatically give you the option to share your CRC. If you do not see this option, your CRC does not meet the requirements and you must complete a new CRC.
- **Do not request a CRC from the RCMP.** Your CRC must be completed through the Criminal Records Review Program (CRRP) with the Ministry of Public Safety and Solicitor General.

Regards,

Registrar's Office, Admissions  
Vancouver Community College

Updated June 2022