

Table of Contents

| | |
|---|---|
| Overview | 1 |
| Criminal Record Check | 2 |
| Sharing a Criminal Record Check | 8 |
| Contact the BC Services Card Help Desk..... | 9 |
| Contact the Criminal Records Review Program | 9 |

Overview

The Criminal Records Review Act ensures that people who work with or may have potential for unsupervised access to children or vulnerable adults undergo a criminal record check by the Criminal Records Review Program (CRRP).

Volunteers and employees covered under the [Criminal Records Review Act](#) can access the online criminal record check application by:

- Receiving an email invitation that includes a secure direct link, or
- Receiving a web link and unique access code from their registered volunteer or employer organization.

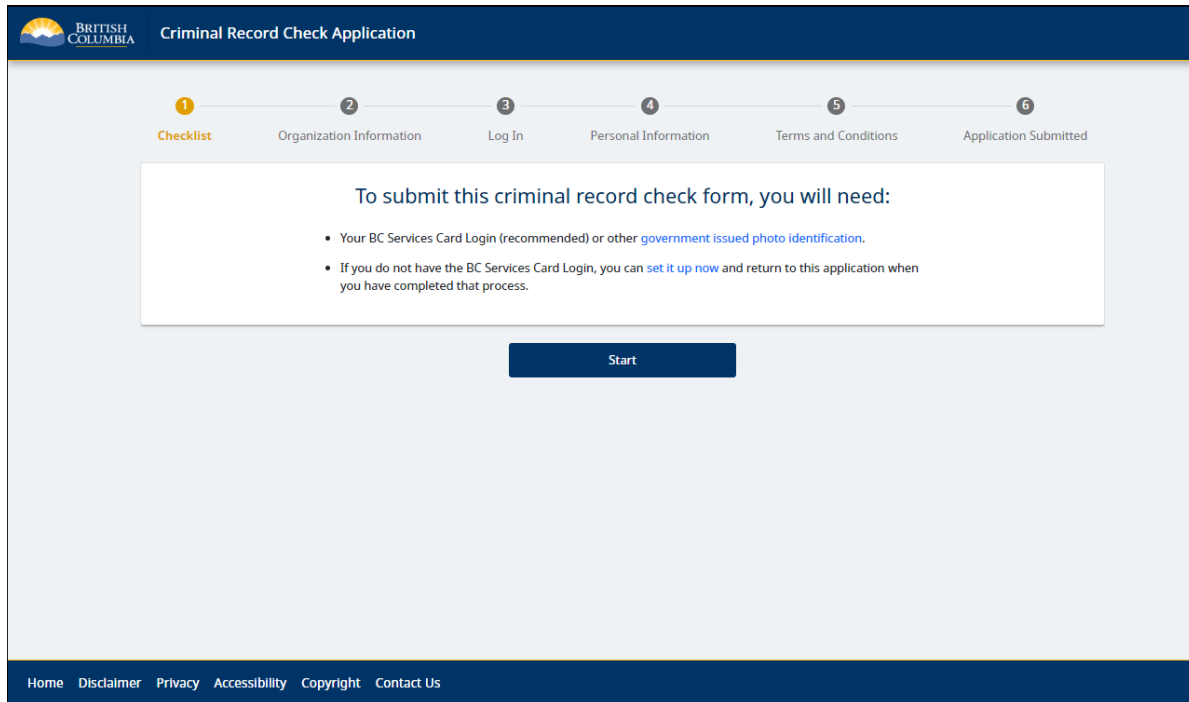
The online criminal record check form uses the [BC Services Card Login](#) to verify an applicant's identity. The BC Services Card Login is a secure and easy way to prove who a person is when they are accessing [government services online](#).

If the applicant chooses not to use their BC Services Card Login, the organization is responsible for completing the identity verification process.

[Learn how to set up the BC Services Card Login.](#)

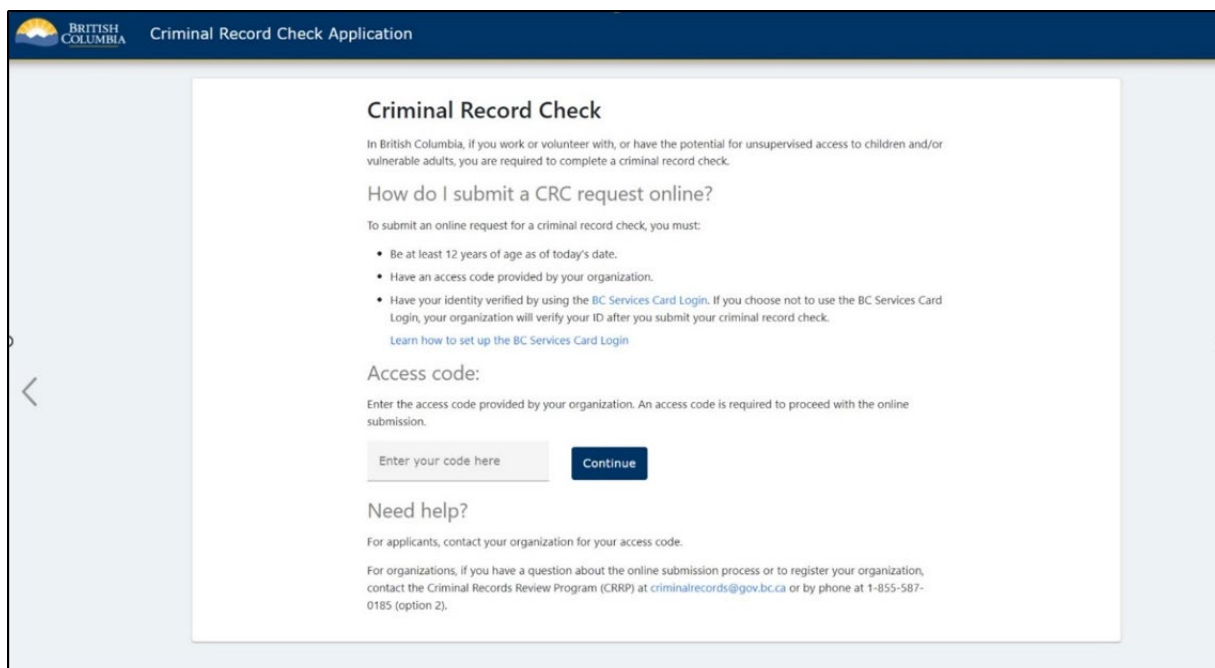
Criminal Record Check

Click the link directly in the email invite to access the online criminal record check form.



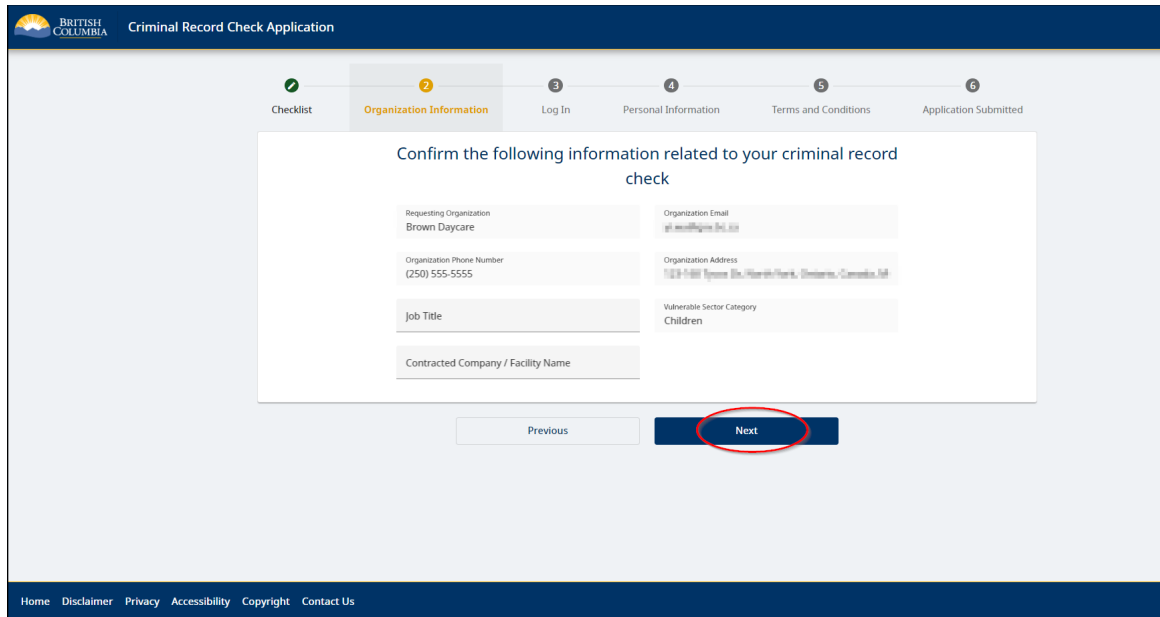
The screenshot shows the 'Criminal Record Check Application' page. At the top, there is a progress bar with six steps: 1 Checklist, 2 Organization Information, 3 Log In, 4 Personal Information, 5 Terms and Conditions, and 6 Application Submitted. The 'Checklist' step is highlighted. Below the progress bar, a white box contains the text: 'To submit this criminal record check form, you will need:' followed by two bullet points: 'Your BC Services Card Login (recommended) or other [government issued photo identification](#).' and 'If you do not have the BC Services Card Login, you can [set it up now](#) and return to this application when you have completed that process.' Below this box is a blue 'Start' button. At the bottom of the page, there is a footer with links: Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.

Or enter the unique access code provided by the organization. Select the **Continue** button.



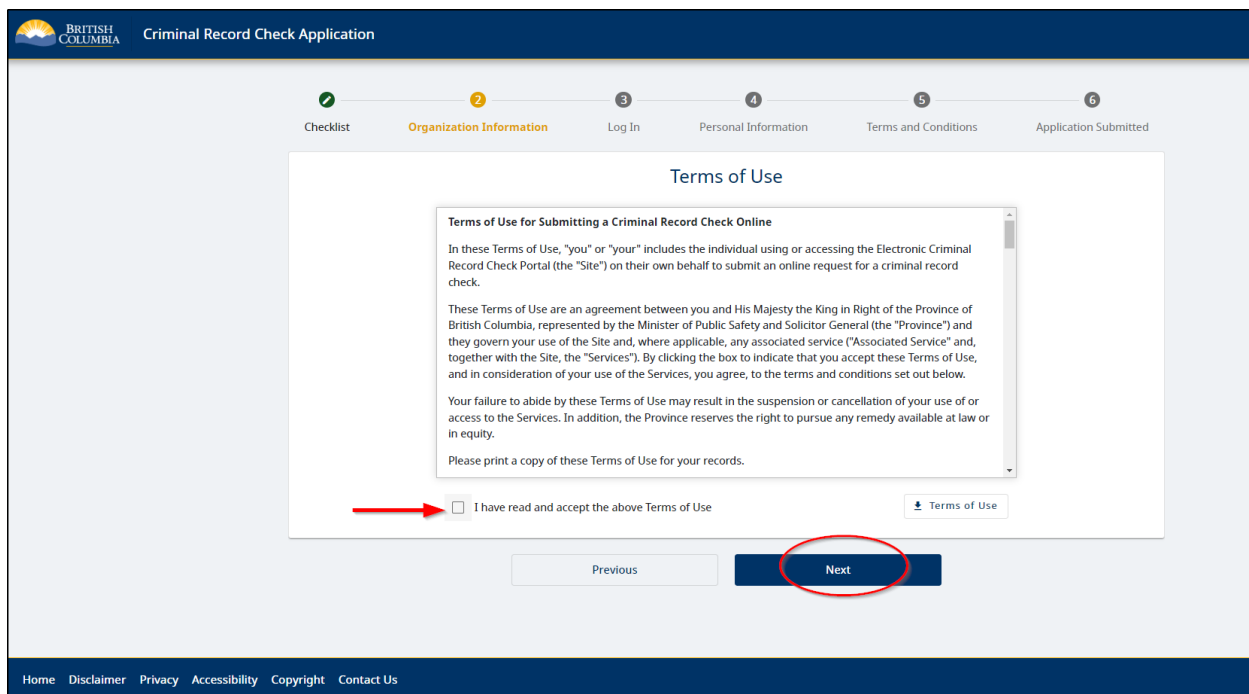
The screenshot shows the 'Criminal Record Check' page. It has a title 'Criminal Record Check' and a sub-header 'In British Columbia, if you work or volunteer with, or have the potential for unsupervised access to children and/or vulnerable adults, you are required to complete a criminal record check.' Below this, it asks 'How do I submit a CRC request online?' and states 'To submit an online request for a criminal record check, you must:' followed by three bullet points: 'Be at least 12 years of age as of today's date.', 'Have an access code provided by your organization.', and 'Have your identity verified by using the [BC Services Card Login](#). If you choose not to use the BC Services Card Login, your organization will verify your ID after you submit your criminal record check.' There is a link 'Learn how to set up the BC Services Card Login'. Below this, it says 'Access code:' and 'Enter the access code provided by your organization. An access code is required to proceed with the online submission.' There is a text input field with the placeholder 'Enter your code here' and a blue 'Continue' button. At the bottom, it says 'Need help?' and provides contact information for applicants and organizations.

The Organization Information will display for review. Enter in Contracted Company / Facility Name if applicable. Select **Next**.



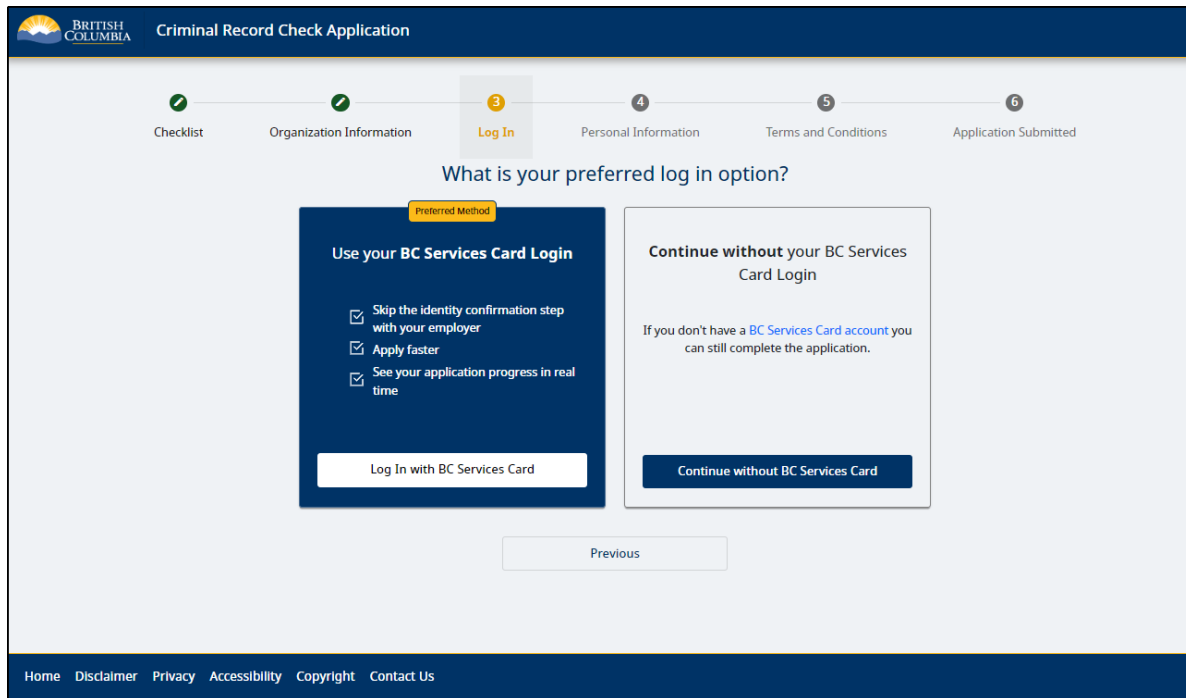
The screenshot shows the 'Criminal Record Check Application' interface. At the top, a progress bar indicates six steps: 1. Checklist, 2. Organization Information (current step), 3. Log In, 4. Personal Information, 5. Terms and Conditions, and 6. Application Submitted. The main content area is titled 'Confirm the following information related to your criminal record check'. It contains several input fields: 'Requesting Organization' (filled with 'Brown Daycare'), 'Organization Phone Number' (filled with '(250) 555-5555'), 'Job Title' (empty), 'Contracted Company / Facility Name' (empty), 'Organization Email' (filled with 'gi.smith@brown.bc.ca'), 'Organization Address' (filled with '1123-4567 Avenue St./Highway/Trail, Vancouver, Canada, BC'), and 'Vulnerable Sector Category' (filled with 'Children'). At the bottom of the form, there are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red circle. The footer contains links: Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.

Acknowledge that the Terms of Use have been reviewed by scrolling to the bottom and selecting the check box. Select **Next** to proceed.



The screenshot shows the 'Criminal Record Check Application' interface at the 'Terms and Conditions' step. The progress bar at the top shows steps 1 through 6, with step 5 'Terms and Conditions' highlighted. The main content area is titled 'Terms of Use'. It contains a scrollable text box with the following text: 'Terms of Use for Submitting a Criminal Record Check Online', 'In these Terms of Use, "you" or "your" includes the individual using or accessing the Electronic Criminal Record Check Portal (the "Site") on their own behalf to submit an online request for a criminal record check.', 'These Terms of Use are an agreement between you and His Majesty the King in Right of the Province of British Columbia, represented by the Minister of Public Safety and Solicitor General (the "Province") and they govern your use of the Site and, where applicable, any associated service ("Associated Service") and, together with the Site, the "Services". By clicking the box to indicate that you accept these Terms of Use, and in consideration of your use of the Services, you agree, to the terms and conditions set out below.', 'Your failure to abide by these Terms of Use may result in the suspension or cancellation of your use of or access to the Services. In addition, the Province reserves the right to pursue any remedy available at law or in equity.', and 'Please print a copy of these Terms of Use for your records.' Below the text box, there is a checkbox labeled 'I have read and accept the above Terms of Use'. A red arrow points to this checkbox. To the right of the checkbox is a button labeled 'Terms of Use'. At the bottom of the form, there are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red circle. The footer contains links: Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.

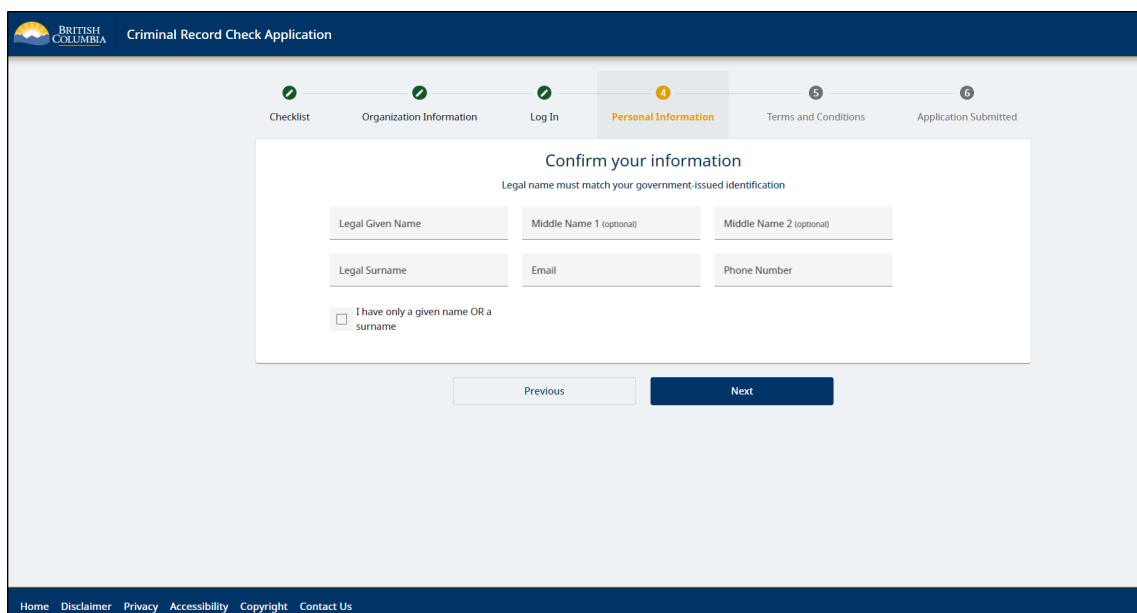
Choose a method to access the online criminal record check.



The screenshot shows the 'Criminal Record Check Application' page. At the top, there is a progress bar with six steps: Checklist, Organization Information, Log In (highlighted with a yellow circle and 'Preferred Method' label), Personal Information, Terms and Conditions, and Application Submitted. Below the progress bar, the question 'What is your preferred log in option?' is displayed. There are two main options: 'Use your BC Services Card Login' (highlighted with a yellow box) and 'Continue without your BC Services Card Login'. The 'Use your BC Services Card Login' option includes three bullet points: 'Skip the identity confirmation step with your employer', 'Apply faster', and 'See your application progress in real time'. Below these options are two buttons: 'Log In with BC Services Card' and 'Continue without BC Services Card'. A 'Previous' button is located at the bottom center. The footer contains links for Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.

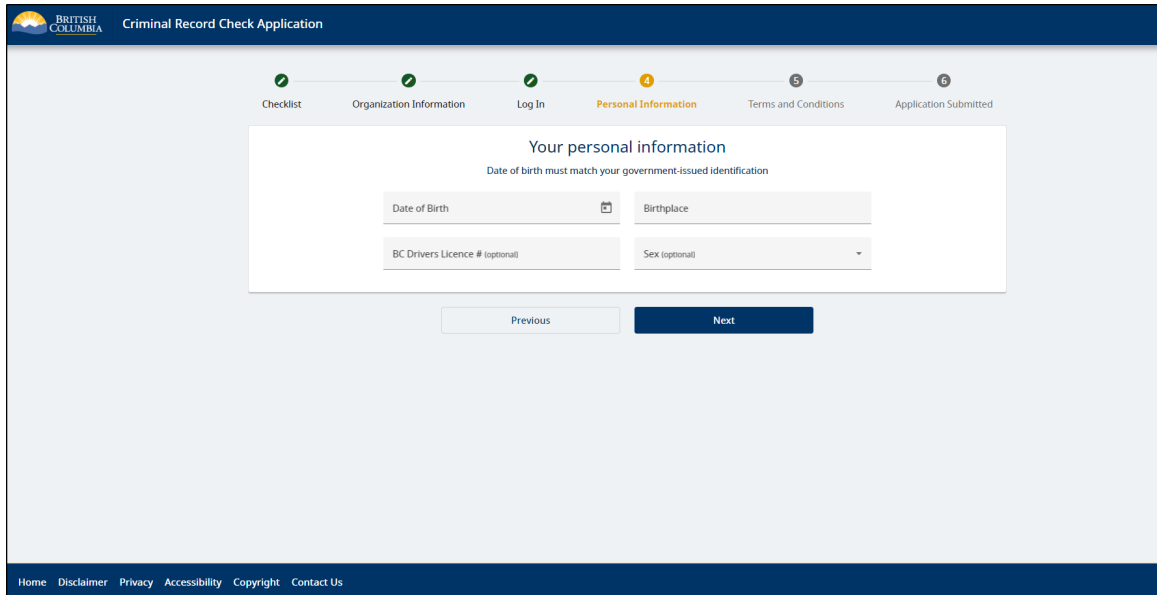
If selecting to **use the BC Services Card Login**, you will be directed to the BC Services Card website to log into the criminal record check service. After successful login, you will be redirected back to the criminal record check form. Some fields will pre-populate with information retrieved from your BC Services Card.

Enter the requested fields. Select **Next**.



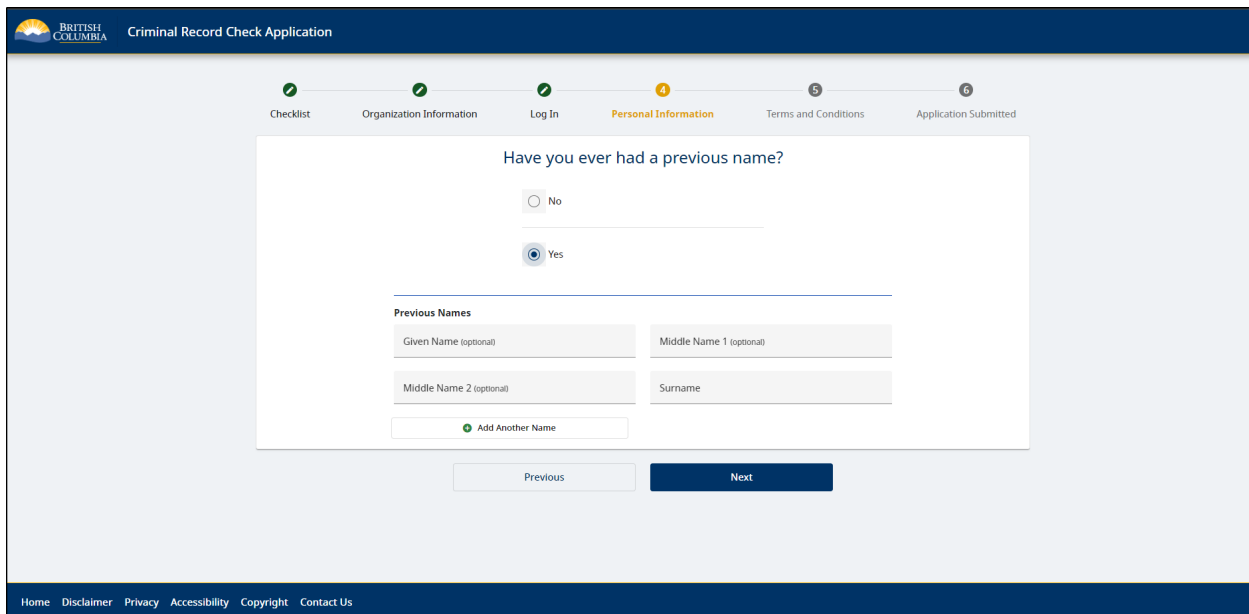
The screenshot shows the 'Criminal Record Check Application' page at the 'Personal Information' step (highlighted with a yellow circle and '4'). The progress bar shows Checklist, Organization Information, Log In, Personal Information, Terms and Conditions, and Application Submitted. The main heading is 'Confirm your information' with a subtext 'Legal name must match your government-issued identification'. Below this, there are six input fields arranged in two rows: 'Legal Given Name', 'Middle Name 1 (optional)', 'Middle Name 2 (optional)', 'Legal Surname', 'Email', and 'Phone Number'. At the bottom left, there is a checkbox labeled 'I have only a given name OR a surname'. Below the input fields are two buttons: 'Previous' and 'Next'. The footer contains links for Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.

Enter the requested fields. Select **Next**.



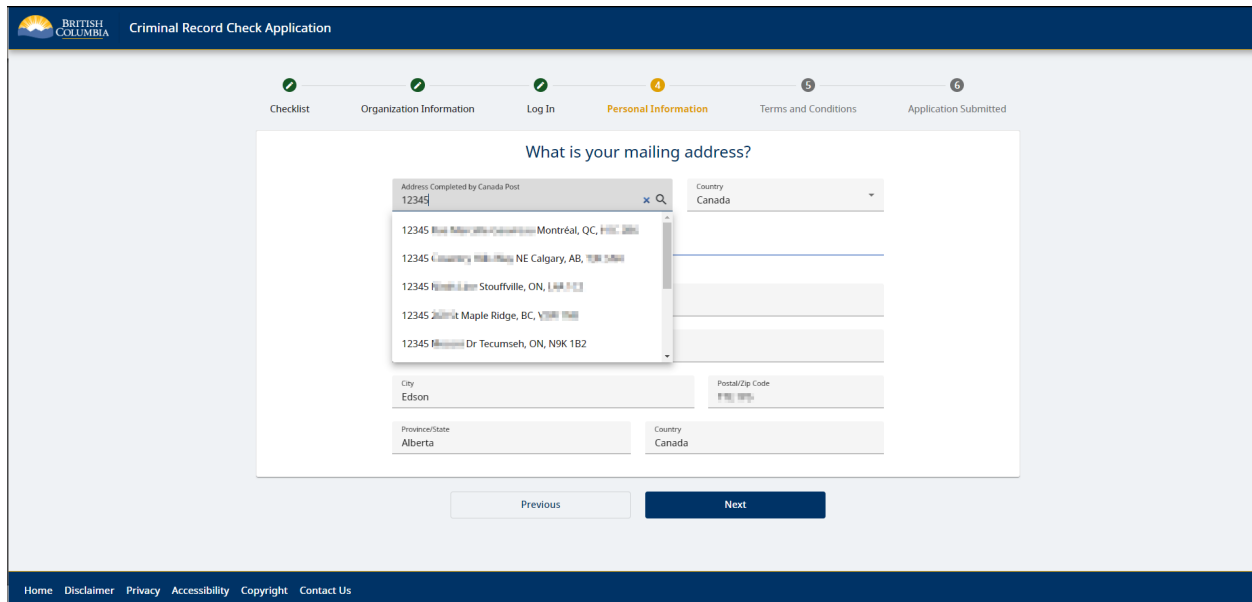
The screenshot shows the 'Criminal Record Check Application' form. At the top, a progress bar indicates the current step is 4, 'Personal Information'. The form title is 'Your personal information' with a sub-note: 'Date of birth must match your government-issued identification'. The form contains four input fields: 'Date of Birth' (with a calendar icon), 'Birthplace', 'BC Drivers Licence # (optional)', and 'Sex (optional)' (a dropdown menu). Below the fields are 'Previous' and 'Next' buttons. The footer includes links: Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.

Enter alias information if applicable. Select **Next** to proceed.



This screenshot shows the same 'Criminal Record Check Application' form, but at the 'Have you ever had a previous name?' section. The 'Yes' radio button is selected. Below this, there is a section titled 'Previous Names' with four input fields: 'Given Name (optional)', 'Middle Name 1 (optional)', 'Middle Name 2 (optional)', and 'Surname'. There is also an 'Add Another Name' button with a plus icon. 'Previous' and 'Next' buttons are at the bottom. The footer links are the same as in the previous screenshot.

Enter in your address. Select the **Next** button.



Criminal Record Check Application

Checklist Organization Information Log In **Personal Information** Terms and Conditions Application Submitted

What is your mailing address?

Address Completed by Canada Post
12345

Country: Canada

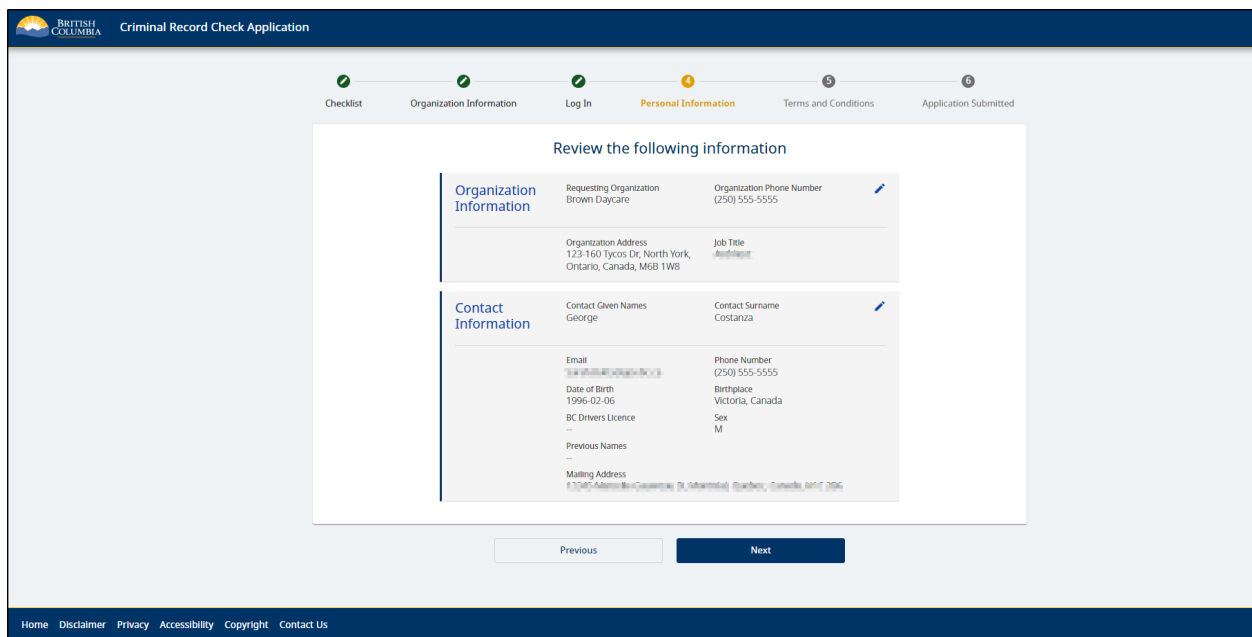
12345 Montreal, QC, H1C 2B1
12345 NE Calgary, AB, T2K 5A1
12345 Stouffville, ON, L4A 1A1
12345 Maple Ridge, BC, V2X 1S1
12345 Dr Tecumseh, ON, N9K 1B2

City: Edson
Postal/Zip Code: T8E 5A1
Province/State: Alberta
Country: Canada

Previous Next

Home Disclaimer Privacy Accessibility Copyright Contact Us

Review and confirm the information entered in the criminal record check form.



Criminal Record Check Application

Checklist Organization Information Log In **Personal Information** Terms and Conditions Application Submitted

Review the following information

Organization Information

| | |
|---|---------------------------|
| Requesting Organization | Organization Phone Number |
| Brown Daycare | (250) 555-5555 |
| Organization Address | Job Title |
| 123-160 Tycoos Dr, North York, Ontario, Canada, M6B 1W8 | Applicant |

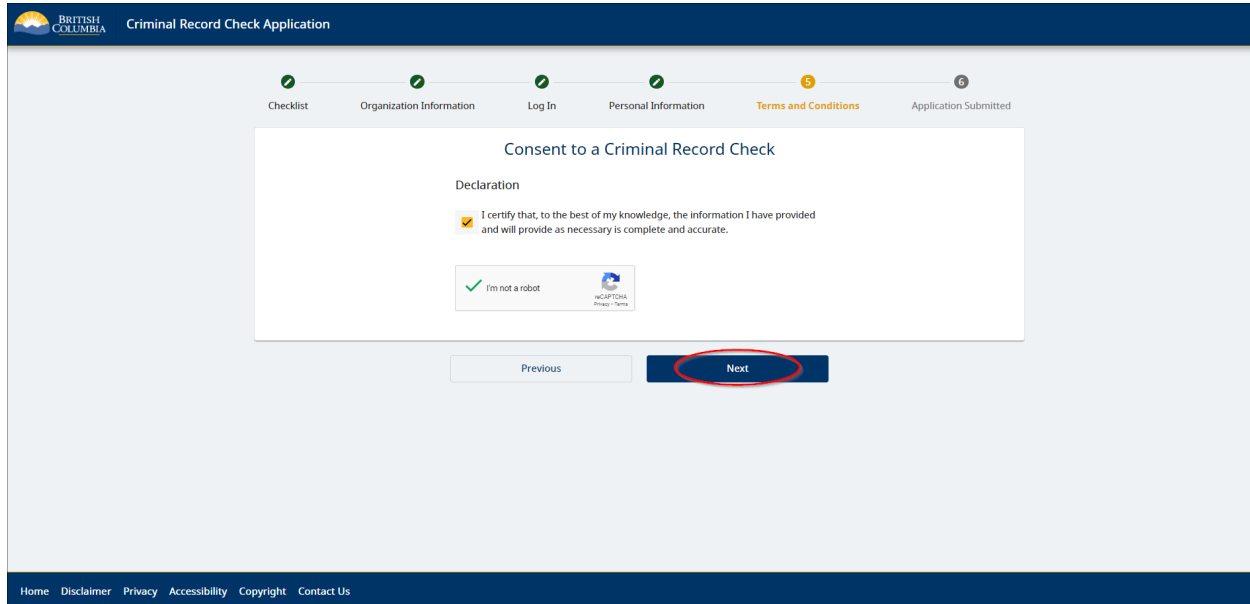
Contact Information

| | |
|---|------------------|
| Contact Given Names | Contact Surname |
| George | Costanza |
| Email | Phone Number |
| george.costanza@brown.ca | (250) 555-5555 |
| Date of Birth | Birthplace |
| 1996-02-06 | Victoria, Canada |
| BC Drivers Licence | Sex |
| — | M |
| Previous Names | |
| — | |
| Mailing Address | |
| 12345-Adams Ave, Vancouver, BC, V6A 1A1 | |

Previous Next

Home Disclaimer Privacy Accessibility Copyright Contact Us

Certify that the information provided is complete and accurate. Verify the CAPTCHA and select **Next**.




Criminal Record Check Application

Checklist Organization Information Log In Personal Information **Terms and Conditions** Application Submitted

Consent to a Criminal Record Check

Declaration

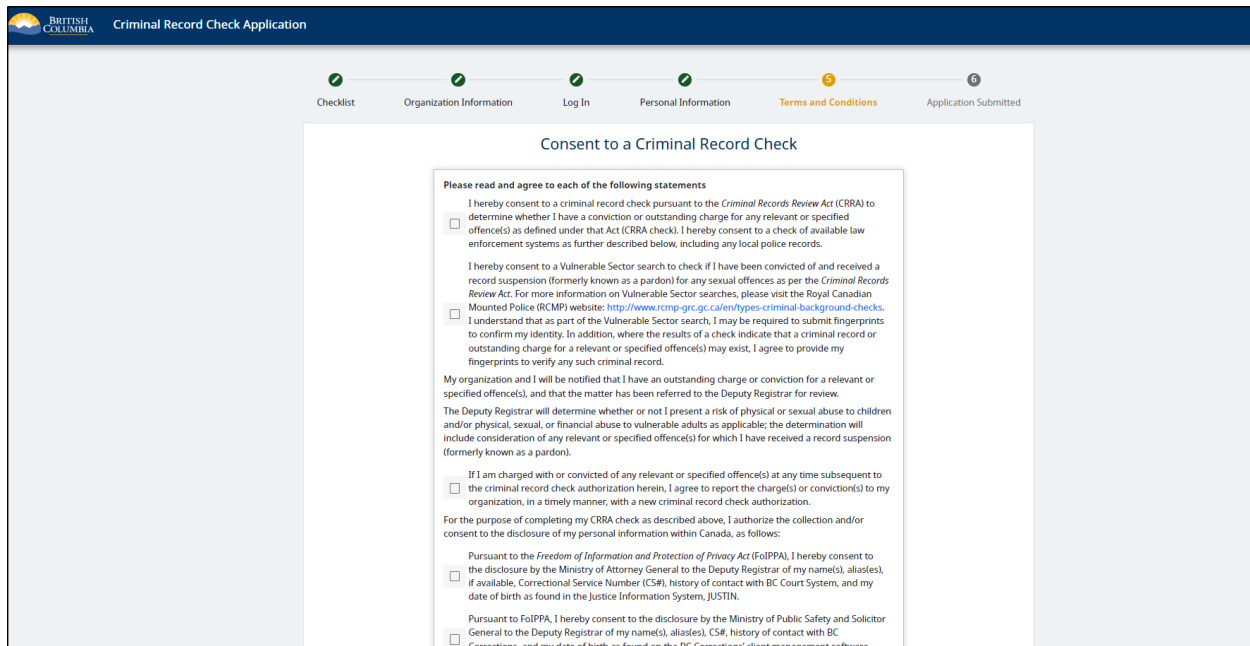
☒ I certify that, to the best of my knowledge, the information I have provided and will provide as necessary is complete and accurate.

☒ I'm not a robot 

[Previous](#) [Next](#)

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Tick each checkbox to consent to the criminal record check, digitally sign, and **Submit**.



Criminal Record Check Application

Checklist Organization Information Log In Personal Information **Terms and Conditions** Application Submitted

Consent to a Criminal Record Check

Please read and agree to each of the following statements

☐ I hereby consent to a criminal record check pursuant to the *Criminal Records Review Act* (CRRA) to determine whether I have a conviction or outstanding charge for any relevant or specified offence(s) as defined under that Act (CRRA check). I hereby consent to a check of available law enforcement systems as further described below, including any local police records.

☐ I hereby consent to a Vulnerable Sector search to check if I have been convicted of and received a record suspension (formerly known as a pardon) for any sexual offences as per the *Criminal Records Review Act*. For more information on Vulnerable Sector searches, please visit the Royal Canadian Mounted Police (RCMP) website: <http://www.rcmp-grc.gc.ca/en/types-criminal-background-checks>. I understand that as part of the Vulnerable Sector search, I may be required to submit fingerprints to confirm my identity. In addition, where the results of a check indicate that a criminal record or outstanding charge for a relevant or specified offence(s) may exist, I agree to provide my fingerprints to verify any such criminal record.

My organization and I will be notified that I have an outstanding charge or conviction for a relevant or specified offence(s), and that the matter has been referred to the Deputy Registrar for review. The Deputy Registrar will determine whether or not I present a risk of physical or sexual abuse to children and/or physical, sexual, or financial abuse to vulnerable adults as applicable; the determination will include consideration of any relevant or specified offence(s) for which I have received a record suspension (formerly known as a pardon).

☐ If I am charged with or convicted of any relevant or specified offence(s) at any time subsequent to the criminal record check authorization herein, I agree to report the charge(s) or conviction(s) to my organization, in a timely manner, with a new criminal record check authorization.

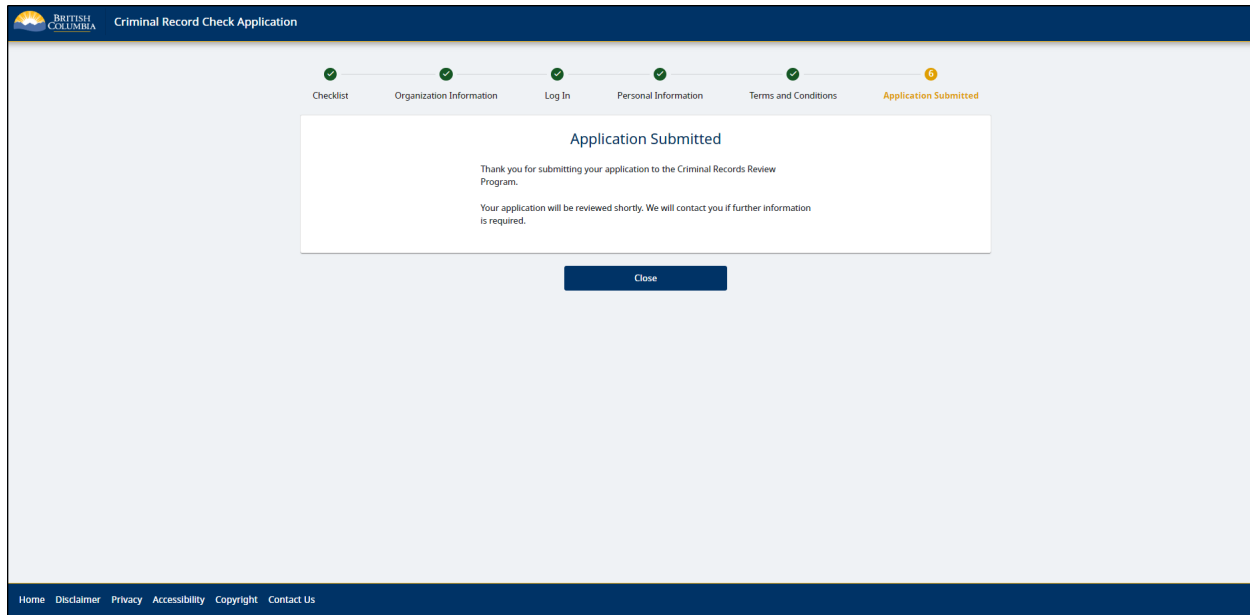
For the purpose of completing my CRRA check as described above, I authorize the collection and/or consent to the disclosure of my personal information within Canada, as follows:

☐ Pursuant to the *Freedom of Information and Protection of Privacy Act* (FolPPA), I hereby consent to the disclosure by the Ministry of Attorney General to the Deputy Registrar of my name(s), aliases, if available, Correctional Service Number (CSN), history of contact with BC Court System, and my date of birth as found in the Justice Information System, JUSTIN.

☐ Pursuant to FolPPA, I hereby consent to the disclosure by the Ministry of Public Safety and Solicitor General to the Deputy Registrar of my name(s), aliases, CSN, history of contact with BC Corrections, and my date of birth as found on the BC Corrections' client management software.

[Submit](#)

If payment is required, you will be redirected to the payment site. If you are not responsible for the payment, the **Application Submitted** page will display. An email confirmation will be sent to the email on file.



The screenshot shows the 'Criminal Record Check Application' page. At the top, there is a progress bar with six steps: Checklist, Organization Information, Log In, Personal Information, Terms and Conditions, and Application Submitted. The first five steps are marked with green checkmarks, and the sixth step, 'Application Submitted', is marked with a yellow circle containing an 'X'. Below the progress bar, a white box contains the following text: 'Application Submitted', 'Thank you for submitting your application to the Criminal Records Review Program.', and 'Your application will be reviewed shortly. We will contact you if further information is required.' Below this box is a blue 'Close' button. At the bottom of the page, there is a footer with links: Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.

Sharing a Criminal Record Check

An applicant may be able to share a previous criminal record check with a new organization if they have a valid check that was completed by the CRRP within the last 5 years for the same “works with” category. If an eligible clearance exists in the system, the applicant will be provided the option to share their previous check.

Note: It is important to contact the organization to confirm if they will accept a previous criminal record check clearance. An organization can decide whether it will accept a shared criminal record check result and may ask the applicant to consent to a new criminal record check.

If the applicant chooses to share their previous criminal record check, they will be directed to a page where they will be required to Consent to Share a Criminal Record Check.

Contact the BC Services Card Help Desk

For information or assistance regarding the BC Services Card, contact the BC Services Card Help Desk Monday to Friday, 7:30 a.m. – 4:30 p.m.

| | |
|----------------|--|
| Phone | 1-888-356-2741 |
| Website | BC Services Card |
| Email | servicebc@gov.bc.ca |

Contact the Criminal Records Review Program

For questions about criminal record checks, contact the Criminal Records Review Program Monday to Friday, 8:30 a.m. – 4:30 p.m.

| | |
|----------------|--|
| Phone | 1-855-587-0185 (option 2) |
| Website | Criminal Records Review Program |
| Email | criminalrecords@gov.bc.ca |