



# HOW TO REQUEST A CRIMINAL RECORDS CHECK FOR HEALTH PROGRAMS

Office of the Registrar

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

The British Columbia Criminal Records Review Act requires that **students registered in a certificate, diploma or degree program with a practicum component involving work with children and /or vulnerable adults**, must provide a criminal record check authorization to the Criminal Record Review program through the **Ministry of Public Safety and Solicitor General, Criminal Records Review Program Policing and Security Programs Branch**. Others will not be accepted (i.e. RCMP or Municipal Police Station).

Any student found to be at risk by the Ministry will not be able to participate in clinical/practicum experiences and will not be able to continue in their program.

## WALK THROUGH SERVICE GUIDE ECRC ONLINE SERVICE

- An activated **BC Services Card** is required to complete the online criminal record check application. Download your **BC Services Card app**
- If you are not eligible for a **BC Services Card**, please contact [bcit\\_criminal\\_records\\_check@bcit.ca](mailto:bcit_criminal_records_check@bcit.ca)
- Begin by setting up your **Mobile Card**
- Criminal Record Check Online Application Weblink: **Criminal Record Check**
- The BCIT access code is CF4LT5EKEG
- Select “Continue” at the end of the page
- Read through the Terms of Use, and select “I have read and accept the above terms of use”
- Select “Continue”
- Login with a BC Services Card
- Follow instruction to **“Set Up a Mobile Card”**, or “Use a mobile card” to generate a pairing code if you have already set-up your Mobile Card
- When you are brought to the “Criminal Record Check – Application” page, please accurately and truthfully complete the application information on the data entry form
- The “Applicant’s Position/Job Title” is Student
- Continue to Information Review
- Click the Declaration box if all information is correct, and Continue
- Read, and select all the Consent boxes, and Continue to the payment screen
- Have your credit card ready as you will be asked for payment of \$28.00
- Print receipt (Criminal Records Review Program is unable to produce a copy so it is important to retain for your records)
- Your request for a criminal record check is in-progress. The result will be sent directly to BCIT once completed within 3-6 weeks

## SHARING AN EXISTING CRIMINAL RECORD CHECK LESS THAN 1 YEAR OLD

- If an applicant has a valid criminal record check to share, the system will automatically provide the option to the applicant after completing login with BC Services Card. The applicant can choose whether to share a current CRC or submit a new request. This option will be available on the “Information Review” page after the applicant has completed the above steps, before entering their credit card information
- If no option is provided to share a CRC, the applicant did not meet the requirements to share a CRC and must proceed with their application for a new criminal record check

## YOU MAY BE UNABLE TO COMPLETE THE ECRC APPLICATION ONLINE DUE TO THE FOLLOWING REASONS:

- You must be at least 12 years of age as of today’s date
- You have not had your identity verified by using your **BC Services Card**
- Applicants without a BC Services Card who haven’t lived in B.C. for at least six months, or who live outside the province should contact **BCIT** and inquire for an alternative option to submit their criminal record check request

If you are unable to complete the process online, please contact the BCIT Authorized Contact, Student Information and Enrolment Services: Registration Specialist at 604.419.3799 or email: [bcit\\_criminal\\_records\\_check@bcit.ca](mailto:bcit_criminal_records_check@bcit.ca) for further instructions.



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### Overview

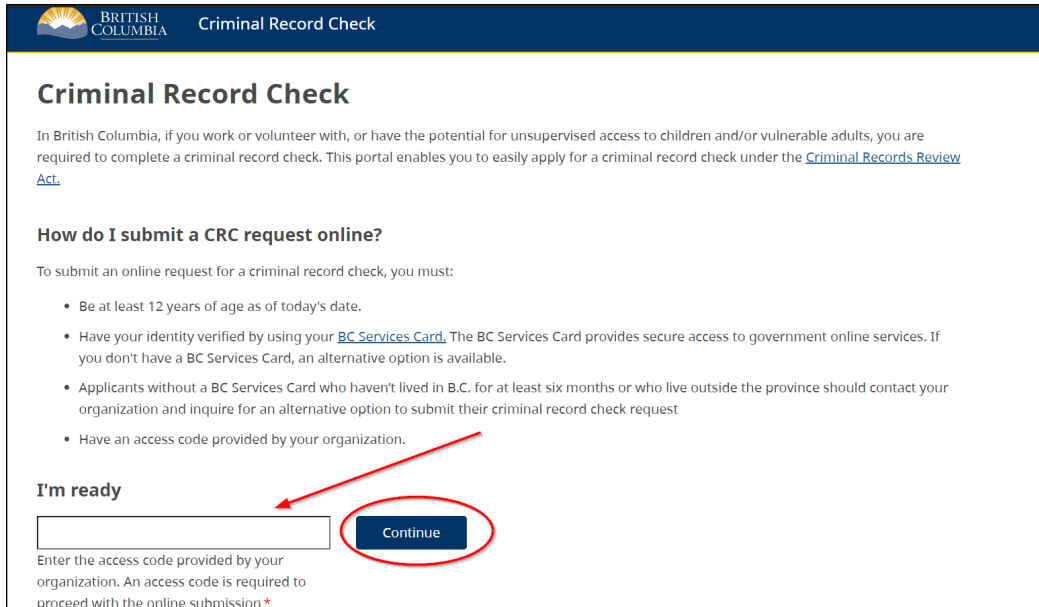
The [\*Criminal Records Review Act\*](#) ensures that people who work with or may have potential for unsupervised access to children or vulnerable adults undergo a criminal record check by the Criminal Records Review Program (CRRP).

Volunteers and employees who undergo criminal record checks in accordance with the *Criminal Records Review Act* will obtain a web link and unique access code from their registered volunteer or employer organization, to make their own Criminal Record Check submission.

An applicant can share the results of a previous valid criminal record check at no cost with other organizations enrolled or registered with the CRRP.

## Criminal Record Check

From the [eCRC Launch Page](#), enter the unique access code provided by the organization. Select the **Continue** button.



**Criminal Record Check**

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. This portal enables you to easily apply for a criminal record check under the [Criminal Records Review Act](#).

**How do I submit a CRC request online?**

To submit an online request for a criminal record check, you must:

- Be at least 12 years of age as of today's date.
- Have your identity verified by using your [BC Services Card](#). The BC Services Card provides secure access to government online services. If you don't have a BC Services Card, an alternative option is available.
- Applicants without a BC Services Card who haven't lived in B.C. for at least six months or who live outside the province should contact your organization and inquire for an alternative option to submit their criminal record check request
- Have an access code provided by your organization.

**I'm ready**

**Continue**

Enter the access code provided by your organization. An access code is required to proceed with the online submission \*

After the access code is entered, the system will display the Organization Information for review.



**Organization Information**

You have provided the access code of the organization that has requested you to complete a criminal record check. Below are the details of that organization. Please confirm that this is the organization. If it's not, please contact the organization that has requested you to complete a criminal record check.

**Organization Information**

Organization Name	VOLUNTEER DAYCARE FOR ASTRONAUTS
Address	1234 FAKE STREET VICTORIA BRITISH COLUMBIA V1V 1Q1 CANADA
Phone Number	

**Role of Applicant (Employee or Volunteer) and working category (e.g. working with children):**

Role	VOLUNTEER
Works with category	Children

Once the information on the page has been confirmed, select the **Continue** button.

To continue with your online request for a criminal record check, please note:

- You are requested to login with your BC Services Card. If you do not already have a BC Services Card, you can initiate the process on the BC Services Card website.
- If you are not eligible for a BC Services Card, an alternative online option may be available for you.
- Employee applicants must pay a fee by credit card (Visa, MasterCard, or AMEX). For volunteers completing a request for a criminal record check, no payment is required.

Once the criminal record check is carried out, the organization noted above will be notified of whether:

- you have an outstanding charge or conviction relating to a relevant or specified offence(s), and that the matter has been referred to the Deputy Registrar for review; and
- the Deputy Registrar has determined that you present a risk or no risk of physical or sexual abuse to children and/or physical, sexual or financial abuse to vulnerable adults. The determination will include consideration of any relevant or specified offence(s) for which you have received a record suspension (formerly known as a pardon).

By selecting continue, you are consenting to have your information released to this organization.

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

### Terms of Use

[Download](#) [Print](#)

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 Her Majesty the Queen 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.

Please print a copy of these Terms of Use for your records.

**Disclaimer:**

1. Reasonable efforts have been made to provide accurate, complete and timely information regarding the Services and the Site in general. However, you are encouraged to refer to the *Criminal Records Review Act*, any related Regulations, policy and other official information materials before submitting an online request for a CRC.
2. The services are provided "as is", without warranty of any kind including warranty of fitness for a particular purpose. Use of the services is entirely at your own risk and you will be liable for any failure to abide by these terms of use.
3. Without limiting the general nature of the foregoing, the province does not represent or warrant that:
  - a. The accuracy, completeness or currency of services or any associated information, or that any errors will be corrected;

Please scroll down to the bottom of the terms to continue.

I have read and accept the above terms of use.\*

To continue in the eCRC system the applicant must have a BC Services Card.



BRITISH COLUMBIA Criminal Record Check

### Apply for a Criminal Record Check

To apply for a criminal record check online, you must use your [BC Services Card](#).

If it's your first time using your BC Services Card to access an online service, you need to set up your account for use online. Completing a one-time security check to verify your identity.

Please select an option below:

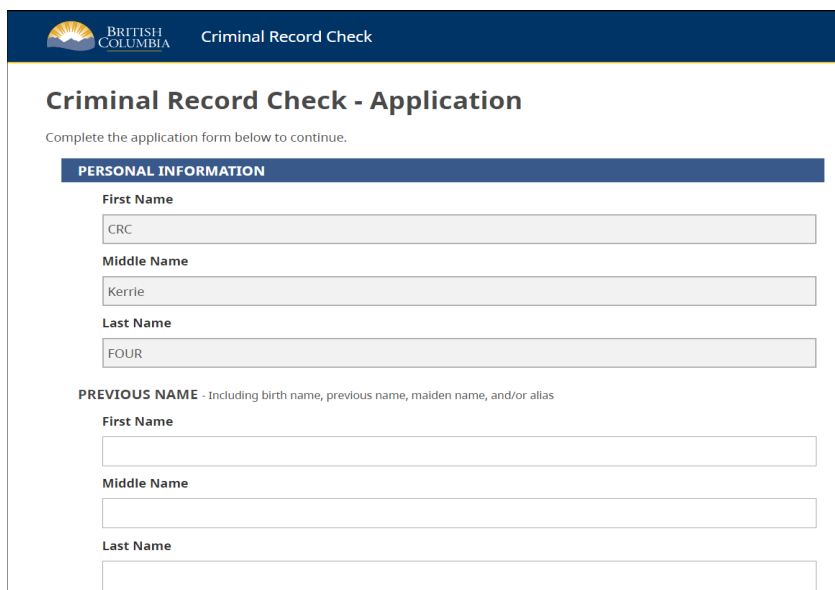
[I have a BC Services Card](#) **Login with a BC Services Card**

[I do not have a BC Services Card.](#)

After selecting the **Login with a BC Services Card** button, the applicant will be directed to the BC Services Card website to use their card to log into the eCRC system.

Once the applicant has logged in successfully with their BC Services Card, they will be redirected back to the eCRC system to fill out the Criminal Record Check – Application form.

The applicant must fill out the form accurately and truthfully. Greyed out fields are pulled directly from BC Services Card and cannot be edited. If changes are required to these fields, the applicant can update their personal information with [BC Services Card](#), [ICBC](#) or [AddressChangeBC](#).



BRITISH COLUMBIA Criminal Record Check

### Criminal Record Check - Application

Complete the application form below to continue.

**PERSONAL INFORMATION**

First Name  
CRC

Middle Name  
Kerrie

Last Name  
FOUR

**PREVIOUS NAME** - Including birth name, previous name, maiden name, and/or alias

First Name

Middle Name

Last Name

Once the application form is completed and all the required fields have been filled out, select the **Continue** button to proceed.

**Street \***  
123 Fake Ave

**City \***  
Victoria

**Province \***  
BRITISH COLUMBIA

**Postal Code \***  
V1V 1V1

**Country**  
CANADA

Entering your mailing address in this application will not update your BC Services Card Address. To update your BC Services Card information you must contact [Service BC](#), [ICBC](#) or [AddressChangeBC](#).

Review and confirm that the information entered on the Application form is correct. If any errors are noticed, there is an option to Edit the Application. If the information is accurate, check the declaration checkbox and select the **Submit** button to proceed.

Country	CANADA
Primary Phone Number	250 555-5555
Personal Email Address	doyouwanttobuild@snowman.com

**Mailing Address**

Mailing Address	123 Fake Ave
City	Victoria
Province	BRITISH COLUMBIA
Postal Code	V1V 1V1
Country	CANADA

**DECLARATION**

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

Review and select each check box on the Consent Page. at the bottom of the page.



BRITISH  
COLUMBIA Criminal Record Check

## Consent for Criminal Record Check

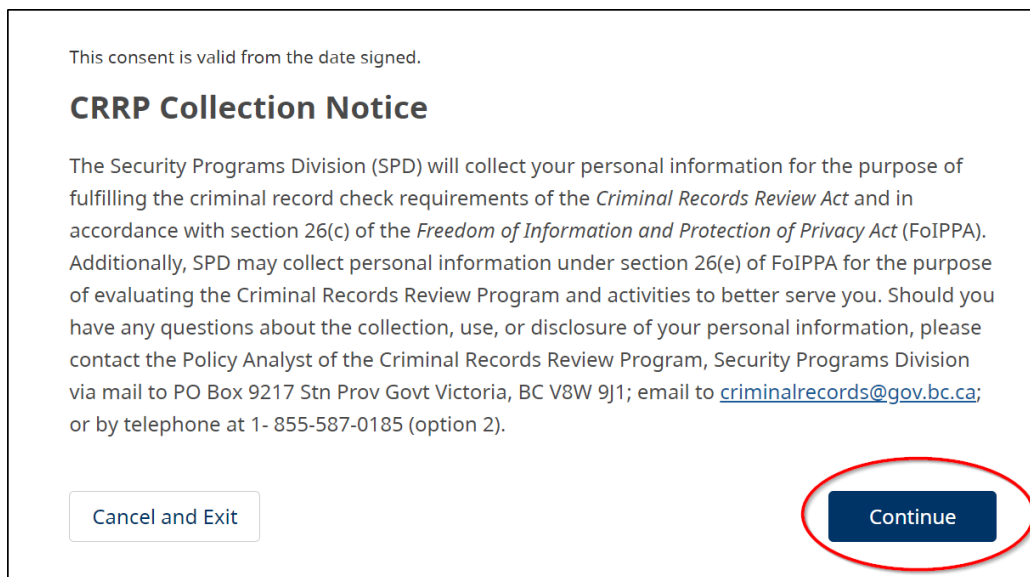
I, *CRC FOUR*, consent to the following:

**CONSENT**

I hereby consent to a criminal record check pursuant to the *Criminal Records Review Act* (CRRRA) to determine whether I have a conviction or outstanding charge for any relevant or specified offence(s) as defined under that Act (CRRRA 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 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. \*

After ticking the check boxes in the Consent. Select the **Continue** button.



This consent is valid from the date signed.

### CRRP Collection Notice

The Security Programs Division (SPD) will collect your personal information for the purpose of fulfilling the criminal record check requirements of the *Criminal Records Review Act* and in accordance with section 26(c) of the *Freedom of Information and Protection of Privacy Act* (FoIPPA). Additionally, SPD may collect personal information under section 26(e) of FoIPPA for the purpose of evaluating the Criminal Records Review Program and activities to better serve you. Should you have any questions about the collection, use, or disclosure of your personal information, please contact the Policy Analyst of the Criminal Records Review Program, Security Programs Division via mail to PO Box 9217 Stn Prov Govt Victoria, BC V8W 9J1; email to [criminalrecords@gov.bc.ca](mailto:criminalrecords@gov.bc.ca); or by telephone at 1-855-587-0185 (option 2).

Cancel and Exit **Continue**

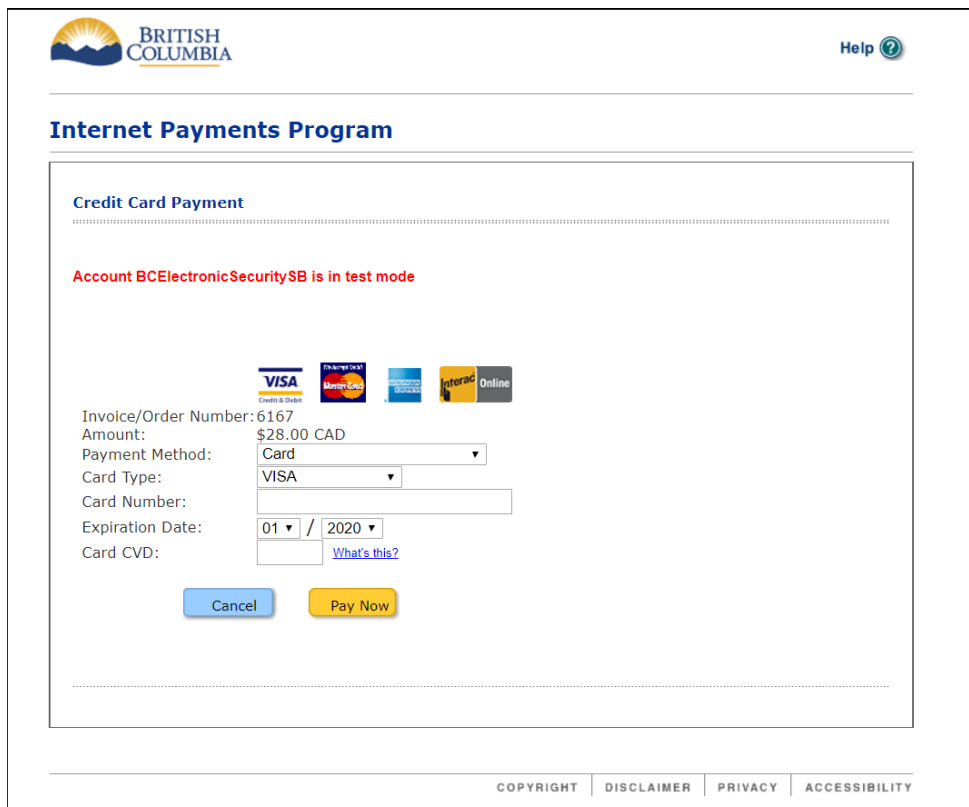
If the application is for a Volunteer, the application is complete, and the applicant is provided with confirmation.



The screenshot shows a confirmation page titled "Criminal Record Check" with the British Columbia logo. The main heading is "Application Submitted" in green. Below it, a message says: "Thank you for submitting your application to the Criminal Records Review Program. Your application will be reviewed shortly. We will contact you if further information is required." There are two links: "Print" and "Download". A table lists the application details:

Service Number	648823
First Name	CRC
Last Name	FOUR
Organization	VOLUNTEER DAYCARE FOR ASTRONAUTS

If the application is for an employee, the applicant will be taken to another page to complete payment.



The screenshot shows the "Internet Payments Program" page with the British Columbia logo and a "Help" icon. The section is titled "Credit Card Payment" and includes a red warning: "Account BCElectronicSecuritySB is in test mode". There are logos for VISA, MasterCard, American Express, and Interac Online. The form fields are:

- Invoice/Order Number: 6167
- Amount: \$28.00 CAD
- Payment Method: Card (dropdown)
- Card Type: VISA (dropdown)
- Card Number: [input field]
- Expiration Date: 01 / 2020 (dropdowns)
- Card CVD: [input field] [What's this?](#)

Buttons for "Cancel" and "Pay Now" are at the bottom. A footer contains links for "COPYRIGHT", "DISCLAIMER", "PRIVACY", and "ACCESSIBILITY".



Once payment is approved, the applicant will be provided with their confirmation and service number. It is recommended to print or download and save the confirmation page.



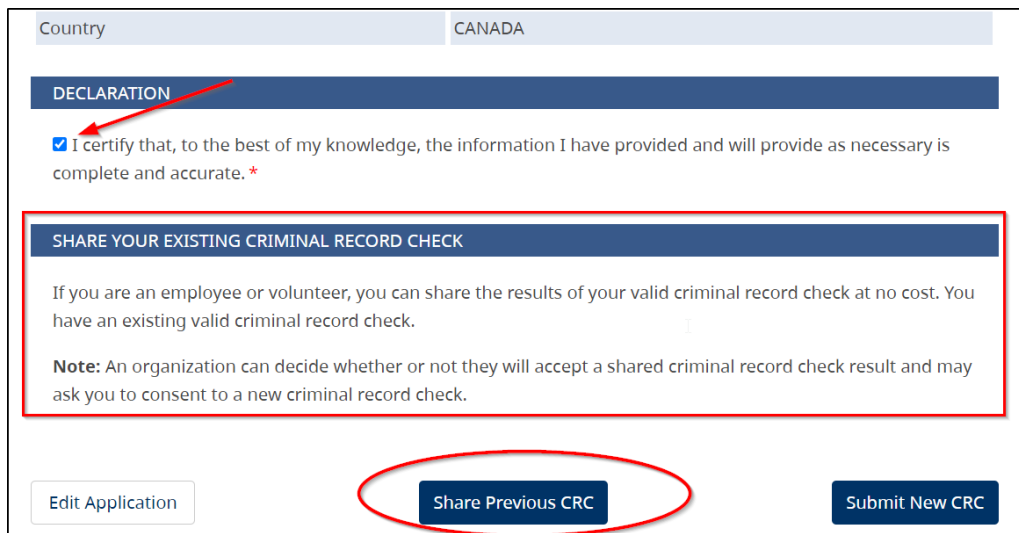
The screenshot shows a confirmation page titled "Payment Approved" from the British Columbia Criminal Record Check system. It includes a thank you message, a note about payment receipt, and a table of application details. The "Print" and "Download" links are circled in red.

Service Number	648825
First Name	CRC
Last Name	FOUR
Organization	BUMPER CROP FARM
Amount	\$28.00
Date/Time	3/25/2021 8:52:40 AM
Transaction ID	6464

### 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 this option exists to the applicant, it will be presented at the Information Review page.

**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.



The screenshot shows a form section titled "SHARE YOUR EXISTING CRIMINAL RECORD CHECK". It includes a declaration checkbox, explanatory text, a note, and three buttons: "Edit Application", "Share Previous CRC" (circled in red), and "Submit New CRC".

**DECLARATION**

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

**SHARE YOUR EXISTING CRIMINAL RECORD CHECK**

If you are an employee or volunteer, you can share the results of your valid criminal record check at no cost. You have an existing valid criminal record check.

**Note:** An organization can decide whether or not they will accept a shared criminal record check result and may ask you to consent to a new criminal record check.

Buttons: Edit Application, **Share Previous CRC**, Submit New CRC

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

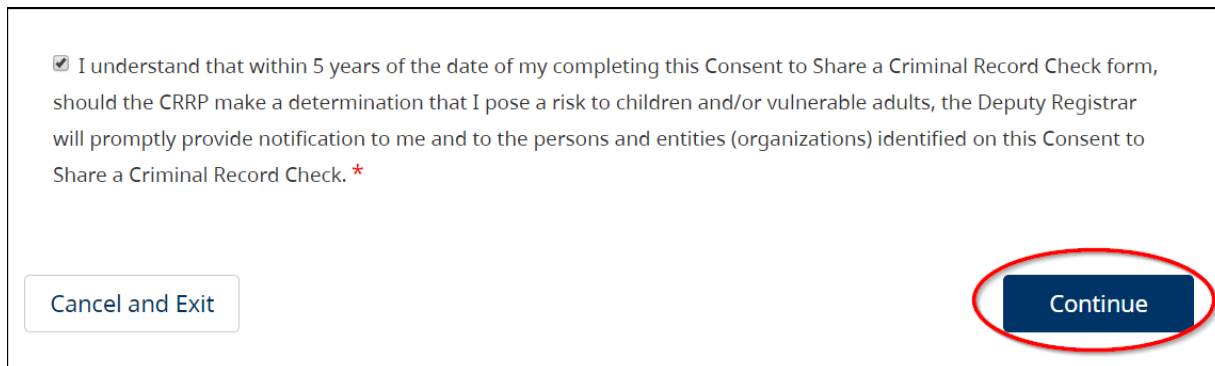


The screenshot shows a web form titled "Consent to Share a Criminal Record Check" from the British Columbia Criminal Record Check program. The form includes a header with the BC logo and the title. Below the header, it asks the user to consent to the following:

**CONSENT**

- I understand that to share the result of a criminal record check, I must have completed a criminal record check within the last 5 years through the Criminal Records Review Programs (CRRP) and the sharing request must be for the same type of check as previously completed, either for children, vulnerable adults, or both children and vulnerable adults. \*
- I confirm I have completed a criminal record check within the past five years with the CRRP which did not result in a determination of risk to children and/or vulnerable adults as defined in the *Criminal Records Review Act*. I understand no details will be disclosed to the organization I am applying to, only the result. I hereby consent to share the result of the completed check with the organization I am applying to. \*
- I understand that if the Registrar determines I do not have a criminal record check to share according to the above criteria, I will be promptly notified. \*

After selecting the check boxes in the consent, select **Continue**.



The screenshot shows the final step of the consent form. It contains a single checked checkbox:

I understand that within 5 years of the date of my completing this Consent to Share a Criminal Record Check form, should the CRRP make a determination that I pose a risk to children and/or vulnerable adults, the Deputy Registrar will promptly provide notification to me and to the persons and entities (organizations) identified on this Consent to Share a Criminal Record Check. \*

At the bottom of the form, there are two buttons: "Cancel and Exit" on the left and "Continue" on the right. The "Continue" button is highlighted with a red oval.

When a Criminal Record Check is shared, no payment is required.

Criminal Record Check

## Application Submitted

[Print](#)
 [Download](#)

Thank you for submitting your application to the Criminal Records Review Program.

Your application will be reviewed shortly. We will contact you if further information is required.

Service Number	648826
First Name	CRC
Last Name	TEN
Organization	VOLUNTEER DAYCARE FOR ASTRONAUTS

### 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. – 5:00 p.m.

<b>Phone</b>	1-888-356-2741
<b>Website</b>	<a href="#">BC Services Card</a>
<b>Email</b>	<a href="mailto:servicebc@gov.bc.ca">servicebc@gov.bc.ca</a>

### 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.

<b>Phone</b>	1-855-587-0185 (option 2)
<b>Website</b>	<a href="#">Criminal Records Review Program</a>
<b>Email</b>	<a href="mailto:criminalrecords@gov.bc.ca">criminalrecords@gov.bc.ca</a>