



Table of Contents

Overview.....	1
Criminal Record Check.....	2
Sharing a Criminal Record Check.....	8
Contact the BC Services Card Help Desk.....	10
Contact the Criminal Records Review Program	10

Overview

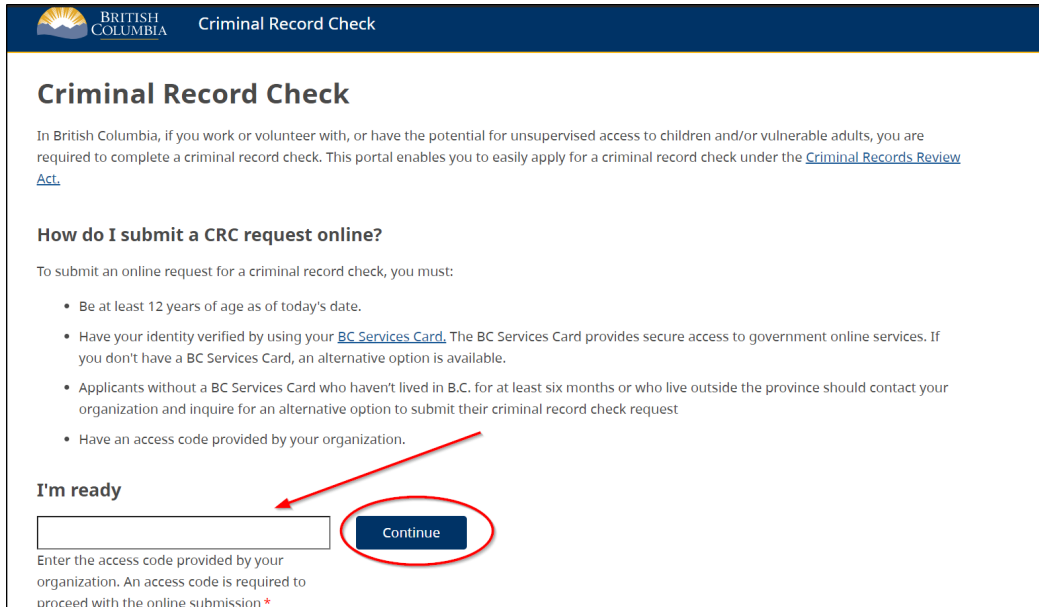
The [*Criminal Records Review Act*](#) ensures that people who work with or may have potential for unsupervised access to children or vulnerable adults undergo a criminal record check by the Criminal Records Review Program (CRRP).

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:

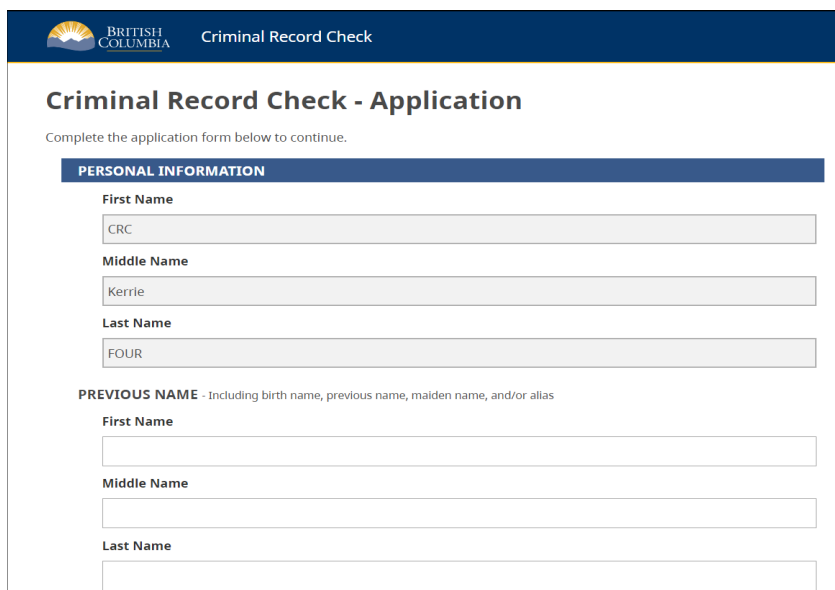
[I have a BC Services Card](#) **Login with a BC Services Card**

[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](#).

Cancel **Continue**

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. *

Edit Application **Submit**

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

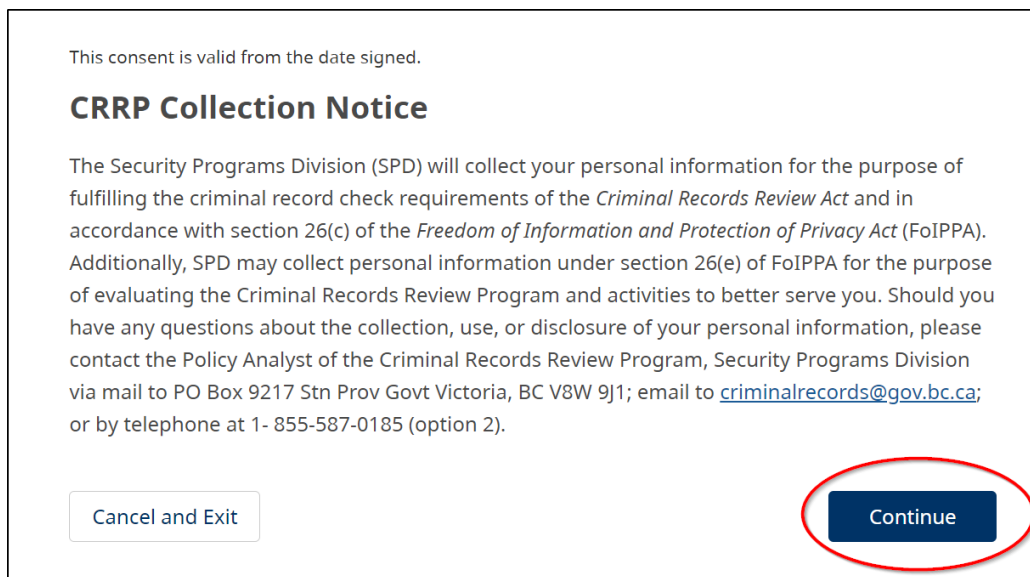
I, *CRC FOUR*, consent to the following:

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; 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.


BRITISH COLUMBIA
Criminal Record Check

Application Submitted

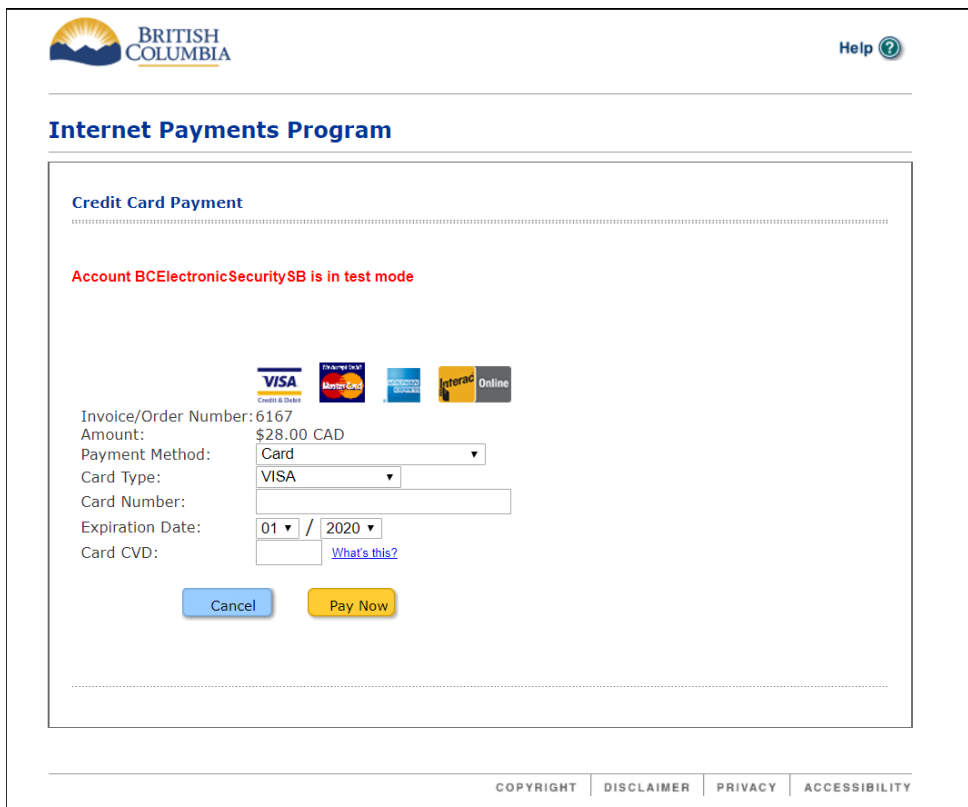
[Print](#)
[Download](#)

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	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. **NOT APPLICABLE FOR VOLUNTEERS.**


Help ?

Internet Payments Program

Credit Card Payment

Account BCElectronicSecuritySB is in test mode

Invoice/Order Number: 6167
 Amount: \$28.00 CAD
 Payment Method:
 Card Type:
 Card Number:
 Expiration Date: /
 Card CVD: [What's this?](#)

[COPYRIGHT](#) | [DISCLAIMER](#) | [PRIVACY](#) | [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.



Payment Approved

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

Your payment has been received and your application will be reviewed shortly. You will be contacted if it is found to be incomplete or inaccurate.

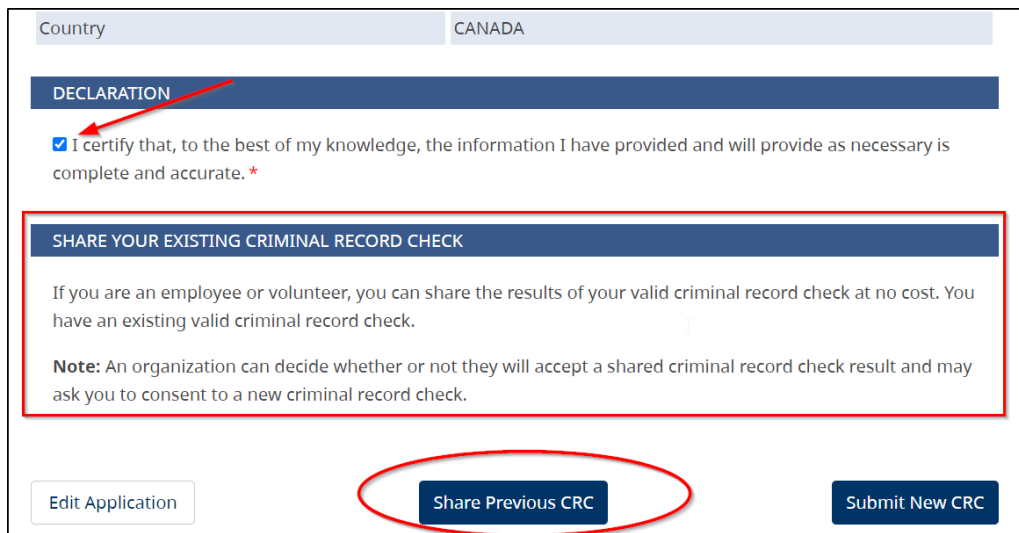
[Print](#)
[Download](#)

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.



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. *

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.

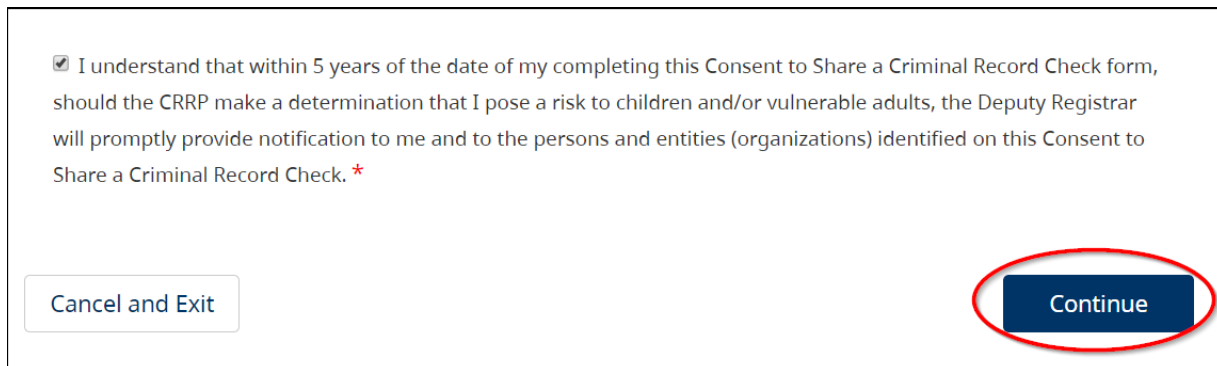
[Edit Application](#) [Share Previous CRC](#) [Submit New CRC](#)

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 says "I, CRC TWO, consent to the following:". A blue bar labeled "CONSENT" is followed by three checkboxes with associated text. The first checkbox is unchecked and states that the user must have completed a criminal record check within the last 5 years through the CRRP. The second checkbox is unchecked and states that the user confirms they have completed a criminal record check within the past five years with the CRRP which did not result in a determination of risk. The third checkbox is unchecked and states that the user understands that if the Registrar determines they do not have a criminal record check to share, they will be promptly notified. Each checkbox has a red asterisk at the end of its text.

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



The screenshot shows the final step of the consent form. It contains one checked checkbox with text stating that the user understands that within 5 years of the date of completing this form, should the CRRP make a determination that they pose a risk to children and/or vulnerable adults, the Deputy Registrar will promptly provide notification to them and to the persons and entities identified on the form. A red asterisk is at the end of the text. At the bottom left is a "Cancel and Exit" button, and at the bottom right is a "Continue" button, which 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.

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