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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 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 Records Review Program Applicant Guide

## Criminal Record Check

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

To submit this criminal record check form, you will need:

- Your BC Services Card Login (recommended) or other [government issued photo identification](#).
- 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.

[Start](#)

Or 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.

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 an access code provided by your organization.
- 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.

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

Access code:

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

Enter your code here [Continue](#)

Need help?

For applicants, contact your organization for your access code.

For organizations, if you have a question about the online submission process or to register your organization, contact the Criminal Records Review Program (CRPP) at [criminalrecords@gov.bc.ca](mailto:criminalrecords@gov.bc.ca) or by phone at 1-855-587-0185 (option 2).



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

Checklist      2 Organization Information      3 Log In      4 Personal Information      5 Terms and Conditions      6 Application Submitted

Confirm the following information related to your criminal record check

Requesting Organization: Brown Daycare      Organization Email: [redacted]  
Organization Phone Number: (250) 555-5555      Organization Address: 123-456 Street St., Victoria, British Columbia, Canada, V8W 1Z2  
Job Title:      Vulnerable Sector Category: Children  
Contracted Company / Facility Name: [redacted]

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

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**Terms of Use**

**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.

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

I have read and accept the above Terms of Use      [Terms of Use](#)

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# Criminal Records Review Program Applicant Guide

Choose a method to access the online criminal record check.

What is your preferred log in option?

**Preferred Method**

**Use your BC Services Card Login**

- Skip the identity confirmation step with your employer
- Apply faster
- See your application progress in real time

**Continue without your BC Services Card Login**

If you don't have a [BC Services Card account](#) you can still complete the application.

**Log In with BC Services Card**

**Continue without BC Services Card**

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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**.

Confirm your information

Legal name must match your government-issued identification

Legal Given Name	Middle Name 1 (optional)	Middle Name 2 (optional)
Legal Surname	Email	Phone Number

I have only a given name OR a surname

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

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

Your personal information  
Date of birth must match your government-issued identification

Date of Birth Birthplace

BC Drivers Licence # (optional) Sex (optional)

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

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

Have you ever had a previous name?

No

Yes

Previous Names

Given Name (optional) Middle Name 1 (optional)

Middle Name 2 (optional) Surname

**Add Another Name**

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# Criminal Records Review Program Applicant Guide

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

What is your mailing address?

Address Completed by Canada Post  
12345

12345 Rue Sainte-Catherine Montréal, QC, H3C 2M5

12345 Country Club Dr NE Calgary, AB, T2E 5R6

12345 Number 1 Stouffville, ON, L1A 1L1

12345 20th St Maple Ridge, BC, V2X 5H2

12345 Main St Tecumseh, ON, N9K 1B2

City: Edson  
Province/State: Alberta  
Country: Canada  
Postal/Zip Code: T0A 1R0

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

Review the following information

Organization Information

Requesting Organization: Brown Digital  
Organization Phone Number: (250) 555-5555

Contact Information

Contact Given Names: George  
Contact Surname: Costanza

Personal Information

Email: george.costanza@brown.ca  
Phone Number: (250) 555-5555  
Date of Birth: 1990-07-06  
Birthplace: Victoria, Canada  
Sex: M  
Previous Names: Costanza  
Mailing Address: 12345 Rue Sainte-Catherine, Montréal, Québec, Canada, H3C 2M5

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# Criminal Records Review Program

## Applicant Guide

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      **5** Terms and Conditions      **6** 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.
 

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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      **5** Terms and Conditions      **6** 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 the 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 offence(s) as per the Criminal Records Review Act. For more information on Vulnerable Sector searches, please visit the Royal Canadian Mounted Police (RCMP) website: <http://www2.rcmp-grc.ca/en/types-criminal-background-checks>.

I understand that at 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* (FOIPA), I hereby consent to the disclosure by the Ministry of Attorney General to the Deputy Registrar of my name(s), alias(es), 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.

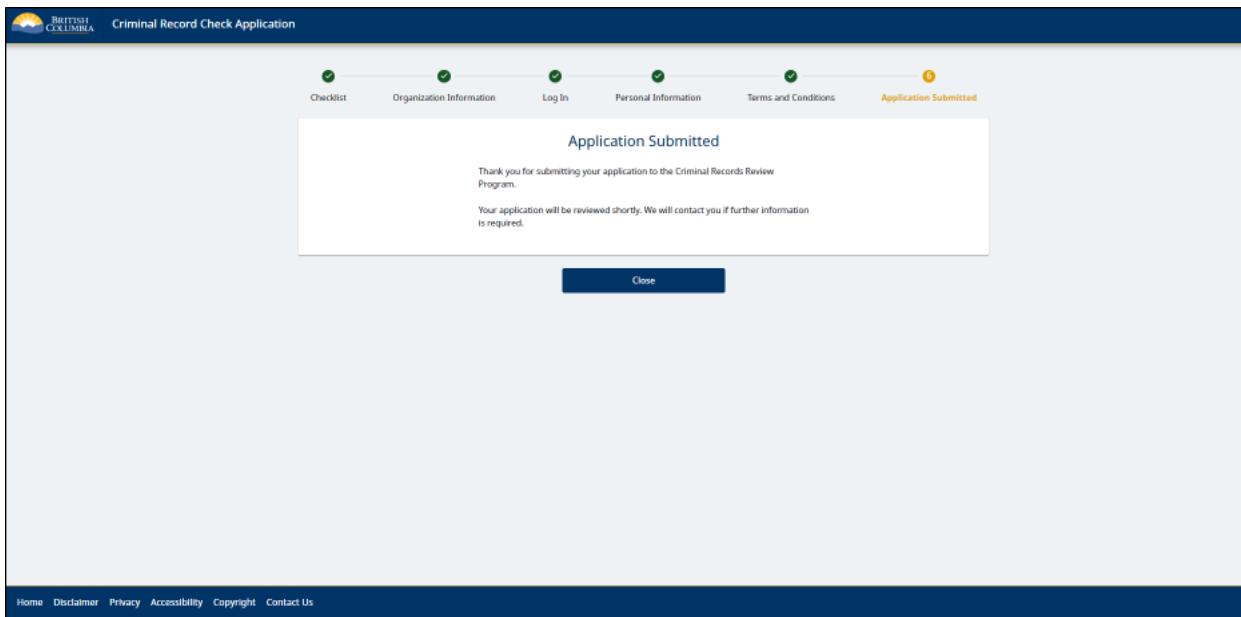
Pursuant to FOIPA, I hereby consent to the disclosure by the Public Safety and Solicitor General to the Deputy Registrar of my name(s), alias(es), CSN, history of contact with BC Corrections and/or the date of birth as found in the BC Corrections and/or Corrections management system.



# Criminal Records Review Program

## Applicant Guide

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.



## 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.



## Criminal Records Review Program Applicant Guide

### 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.

<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>