



Skeena Middle School

3411 Munroe Street Terrace, B.C. V8G 3C1
1-250-635-9136 sms@cmsd.bc.ca

Relationships - Respect - Honesty - Responsibility - Perseverance

Re: Volunteers Consent for Disclosure of Criminal Record Information

Thank you for your interest in supporting our school as a volunteer. The following procedure applies to all volunteers in School District 82. Online Criminal Records checks need to be done every five years with the School District.

The following forms need to be completed and submitted to Skeena Middle School:

1. Complete the Online Criminal Record Check (information attached)
2. Complete the School District 82 Volunteer Registration Form (Double sided - attached) – please answer ALL questions on form
3. Complete the Volunteer Driver Declaration (Single sided - attached)
4. Have a “Driver’s Abstract” printed at the BC Access Centre – provide to the school
5. Copy of your valid vehicle insurance (minimum of one million third party liability) – first two pages
6. Copy of valid Driver’s License (both sides)

Yours truly,

A handwritten signature in black ink, appearing to read 'Cory Killoran', written over a horizontal line.

Mr. Cory Killoran
School Principal



Skeena Middle School

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September 5, 2023

Dear Prospective School Volunteer,

**RE: Online Criminal Record Check Process for CMSD82 School Volunteers,
Volunteer Registration Form & Volunteer Transportation of Students**

Thank you, on behalf of Coast Mountains School District 82, for supporting your school and the school district through your volunteerism. It is with your support that district schools are able to expand curricular and extra-curricular opportunities for children.

The *Criminal Record Review Act* ensures that people who may potentially have unsupervised access to children or vulnerable adults undergo a criminal record check by the Criminal Records Review Program (CRRP). A person whose criminal record suggests they present a risk of physical or sexual abuse to children or a risk of physical, sexual or financial abuse to vulnerable adults will not have access to these groups.

The Ministry of Public Safety and Solicitor General, through their CRRP will conduct a criminal record check including identity verification and a vulnerable sector check at **no cost to you** through a streamlined online format. Once you are provided clearance through the CRRP, the criminal record check clearance is good for period of five (5) consecutive years from the date of issue, unless a criminal offence should occur.

We must inform you that if you happen to have the same combination of gender and date of birth as a known sex offender whose record has been suspended, you must then be fingerprinted to confirm your identify. This is a federal RCMP requirement that applies to all Canadians. Most people who are fingerprinted in a vulnerable sector check do not have a sexual offence record; however, fingerprinting is necessary to eliminate the possibility that an offender has changed their name to pass a criminal record check. Therefore, if you happen to have the same combination of gender and date of birth as a known sex offender, you will receive a letter from the CRRP informing you that your fingerprints are required. The letter will include forms and instructions on what to do. You will be required to visit your local police agency for fingerprinting. Your fingerprints will then be submitted to the RCMP's Canadian Criminal Real Time Identification Services to confirm whether or not they match those of a person with a record suspension for sexual offence. **The fee for this process will be your responsibility.**

By completing the online application, you agree to the terms and conditions for the CRRP Applicant Based Online Service (eCRC) to facilitate a volunteer criminal record check and to share the completed criminal record check information with Coast Mountains School District 82.

... continued

Please use the following web address, <https://justice.gov.bc.ca/criminalrecordcheck> (click on link), to complete and submit the online form through the eCRC system for your criminal record check to become a school volunteer. You will be prompted for the school's access code which is as follows: Access Code: 2BHGXEWO6U

PLEASE NOTE: The CRRP has implemented a [new process for electronic identity verification](#) using the BC Services Card. If you are using the BC Services Card to access the online service for the first time you will be directed to activate your card by video or alternatively you can do this in person through Service BC. Once you receive notification from BC Services that the verification process is complete, you will need to return to the eCRC system to complete your request for criminal record check with your school. **Please reference the [eCRC Applicant User Guide for step-by-step instructions and Frequently Asked Questions Using eCRC Online BC Services Card](#) for more information (access links and/or the attached documents in hard copy).**

Once you have completed and submitted the online criminal record check form, please provide your school principal or administrative assistant with confirmation of your online application including your full name and date of birth. Your results, once approved, will be added to the Skeena Middle School database of volunteers. The school principal or administrative assistant will then inform you of your approved criminal record check. An online sharing form is provided by the Ministry of Public Safety and Solicitor General which the volunteer can complete in order to share their criminal record results with another organization (e.g., if the volunteer has a child at a different school). Kindly consult with the school principal or administrative assistant for assistance.

In addition to the completion of a Criminal Record Check, all volunteers must complete the attached Volunteer Registration Form. An important element of the Volunteer Program is acknowledgement by the volunteer that they have been made aware of the expectations and guidelines of the Volunteer Program in the school. This form will be held for one year from date of completion. As outlined in the Volunteer Registration Form, it is your responsibility to inform the school principal if you are charged with a criminal offence during the course of volunteering. The volunteer must immediately notify the school principal of all charges laid, excluding minor traffic offences.

Volunteers who intend to transport students are required to provide the school with an up-to-date Driver's Abstract, a Volunteer Driver Declaration (as attached) and Proof of Vehicle Insurance (copy of volunteer applicant's vehicle insurance insured with a minimum Third-Party Liability Insurance of \$1,000,000). To request a copy of your Driver's Abstract, visit your local BC Access Centre or the ICBC driver licensing office with one piece of current government-issued photo identification and one piece of identification verifying name and date of birth. The applicant will receive a telephone call when the Driver's Abstract is complete. This document must be picked up by the applicant and delivered to the school.

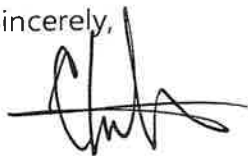
... continued

Volunteers play an important role in Coast Mountains School District 82. The School District encourages and promotes the use of volunteers in order to expand and enhance parental and community involvement within its schools while maintaining safety and security for students and staff. Once again, on behalf of Coast Mountains School District 82, thank you for your volunteerism.

We greatly appreciate our school volunteers taking the time to complete this process. All information will be kept strictly confidential.

Should you have further questions, or you require additional information, please do not hesitate to contact our office @ 250-635-9136 for assistance.

Sincerely,



Mr. Cory Killoran
Principal

Attachments:

- *Volunteer Registration Form*
- *Volunteer Driver Declaration Form*
- *eCRC Applicant User Guide*
- *Frequently Asked Questions Using eCRC Online BC Services Card*



VOLUNTEER REGISTRATION FORM

Coast Mountains School District 82 appreciates the services of all its volunteers. In addition to the completion of a criminal record check, all volunteers must complete the volunteer registration form in order to ensure your safety and the safety of all our students. An important element of the volunteer program is acknowledgement by the volunteer that they have been made aware of the expectations and guidelines of the volunteer program in the school. *Please print legibly and complete the entire form and return to your school principal.* The information on this form will be held in strict confidence and will be held in the school files for three years from the date of completion.

_____ *Last Name* _____ *First Name* _____ *Middle Name*

Any other names ever used:

_____ *Last Name* _____ *First Name* _____ *Middle Name*

Home Address _____
Street Number & Name Apt. # City Province Postal Code

Previous Address (if less than 2 years) _____

Home Phone _____ Work Phone _____

Cell _____ Email Address _____

Name of school you will be volunteering in _____

Do you have a child/children attending this school? _____ Yes _____ No

If yes, please list by name and grade:

_____	_____
<i>Name</i>	<i>Grade</i>
_____	_____
<i>Name</i>	<i>Grade</i>
_____	_____
<i>Name</i>	<i>Grade</i>
_____	_____
<i>Name</i>	<i>Grade</i>

If no children attending, please list at least two references we may contact:

_____	_____
<i>Reference & Contact Information</i>	<i>Reference & Contact Information</i>



Volunteer Registration Form

As a volunteer, we advise you of the following conditions:

- Principals are responsible for all volunteers present in the school or performing volunteer activities for the school while not on school premises. All volunteers are subject to the direction of the principal at all times.
- Volunteers shall, at all times, act in accordance with district policies and regulations, as well as school policies and rules.
- Any information collected, used, generated and stored by Coast Mountains School District 82 including student, instructional, financial or administrative information is strictly confidential and to be used only in the performance of volunteer duties.
- Volunteers may not disclose, communicate, publish, take, alter, copy, interfere with or destroy any information unless you are specifically authorized to do so by the principal.
- All volunteers are required to complete the volunteer registration form prior to commencing any activities in the school and shall be completed every three years thereafter.
- All volunteers are required to provide a criminal record check which includes identity verification and a vulnerable sector check.
- All volunteers engaged in activities involved with sports teams, overnight field trips, activities where district members are not in attendance at all times, and/or driving students in district or non-district owned vehicles must provide a criminal record check "prior" to assuming any volunteer duties.
- All volunteers are to register with the school office at the beginning of each day, and, while engaged in volunteer activities, will wear appropriate identification.
- If a volunteer is charged with a criminal offence during the course of volunteering, the volunteer must immediately notify the principal of the school of all charges laid, excluding minor traffic offences.
- Failure to comply with any of these conditions may result in termination of a volunteer's duties.

Have you completed a Criminal Record Check? Yes No

Do you have a criminal record for which you have not received an official pardon? _____

Signed this _____ day of _____, 20____.
(day) (month) (year)

Signature

Please Print Name

The personal information on this form is collected by Coast Mountains Schools District 82 under the authority of the *School Act*, Section 26. The information will be used for the purpose of maintaining a record of volunteers. Personal information on this form will be protected under the *Freedom of Information and Protection of Privacy Act*. Questions about the collection and use of this information should be direct to the school principal.



VOLUNTEER DRIVER DECLARATION

Driver's Name:		Telephone Number:	
Address:		Email:	
Vehicle Make:	Model:	License Plate Number:	Seating Capacity:
Owner's Name <i>(complete if different from above)</i>			
Owner's Address:			
Owner's Telephone Home:		Work:	Cell:
Insurance on Vehicle:		Company:	Policy No:

REGULATIONS: In volunteering to transport students, I agree to comply with the following School District regulations:

1. Vehicles used for student transportation must be rated appropriately and insured with minimum Third Party Liability Insurance of \$1,000,000.
2. The School District does not accept responsibility for any damage to the vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use.
3. The volunteer driver and owner should ensure that, to the best of his/her knowledge, the motor vehicle used for student transportation is in good mechanical condition. Where the driver is not the registered owner, the registered owner must also agree to these regulations.
4. Vehicles used will only be driven by the volunteer driver noted above who must be at least 21 years of age and in good health. The driver must have held a valid driver's license for the last three years, been accident free for the last three years and cannot be a secondary school student. The driver must provide a copy of his/her current driver's license to the Principal. Upon request, the driver must provide a copy of his/her current driving license abstract (available from the BC Access Centre or through any ICBC driver licensing office). **The volunteer driver agrees to advise the Principal of any change affecting the status as a driver (license suspension, changes in medical conditions, etc.).**
5. The vehicle must be equipped with winter, all season tires and/or chains for winter conditions. The vehicle must be properly equipped with seat belts for each occupant; seat belts must be secured when travelling. Children under the age of 12 must not be transported in the front seat of vehicles with front passenger seat air bags. A booster seat secured with a shoulder harness will be used when transporting students over 18 kilograms (40 pounds) until their ninth birthday or they reach 145 centimeters (4'9") in height, whichever comes first. If a shoulder harness is not available students will be secured with a lap belt only (no booster).
6. Volunteer drivers must not allow smoking in their vehicles while transporting students.
7. The driver must not, at any time during his/her performance as a volunteer driver, imbibe/use or be under the influence of any alcoholic beverages or any restricted substances.
8. The driver must operate the vehicle and act in accordance with the *BC Motor Vehicle Act* in every way, including use of seat belts, safe operation of a vehicle, and adherence to the posted speed limits.

- NOTES:**
- A. If a vehicle has the capacity to carry more than nine occupants, the driver must have a Class 4 driver's license.
 - B. School District provides Excess Third Party Liability coverage for volunteer drivers and owners while lawfully operating vehicles on behalf of the School District.

VOLUNTEER DRIVER'S AND VEHICLE OWNER'S DECLARATIONS

(I/We) have read the above items 1 through 8, including the notes, regarding transportation of students for sanctioned school activities and accept and agree to follow these School District regulations.

Driver's License Number and Signature

Date

Vehicle Owner's Signature

Employee's Signature



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Overview

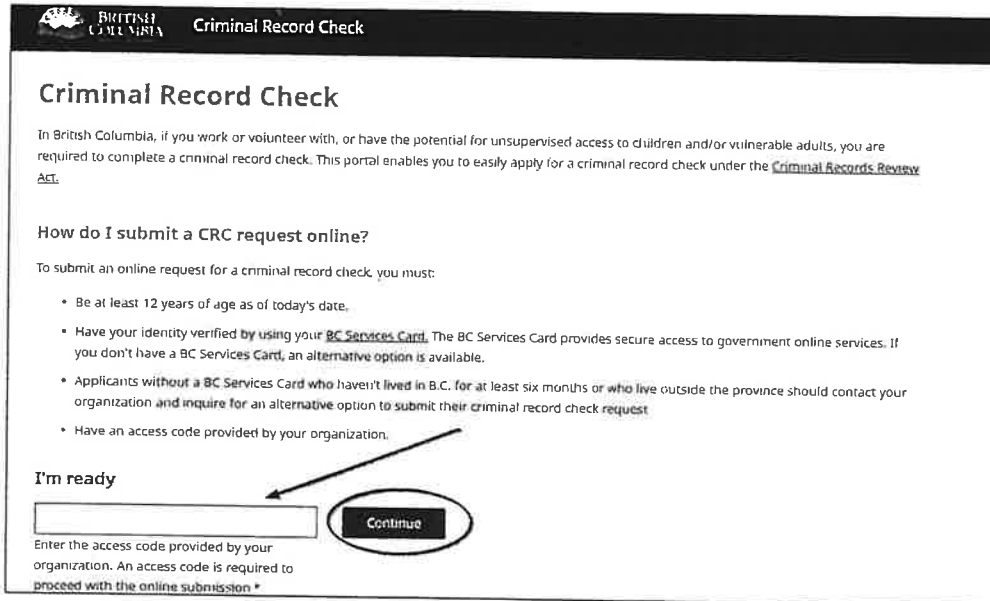
The *Criminal Records Review Act* ensures that people who work with or may have potential for unsupervised access to children or vulnerable adults undergo a criminal record check by the Criminal Records Review Program (CRRP).

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:

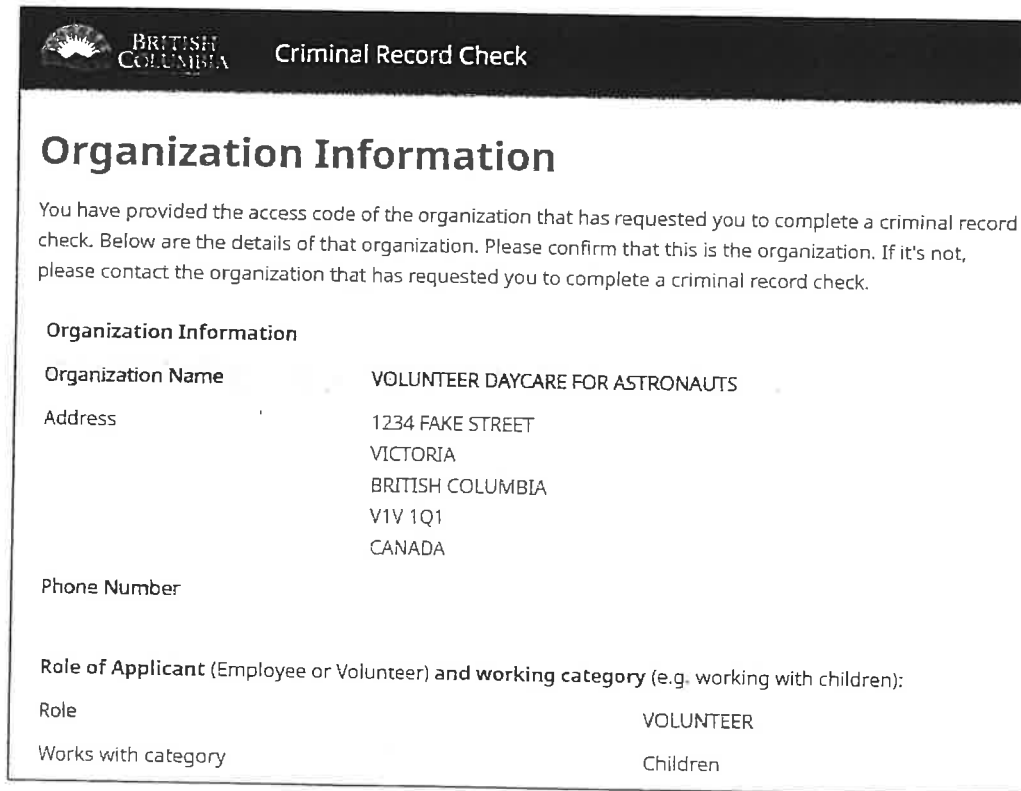
- Be at least 12 years of age as of today's date.
- Have your identity verified by using your [BC Services Card](#). The BC Services Card provides secure access to government online services. If you don't have a BC Services Card, an [alternative option](#) is available.
- Applicants without a BC Services 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.

Cancel **Continue**

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:

- 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.
- 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.
- Without limiting the general nature of the foregoing, the province does not represent or warrant that:
 - 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.

Cancel and Exit **Continue**

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



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

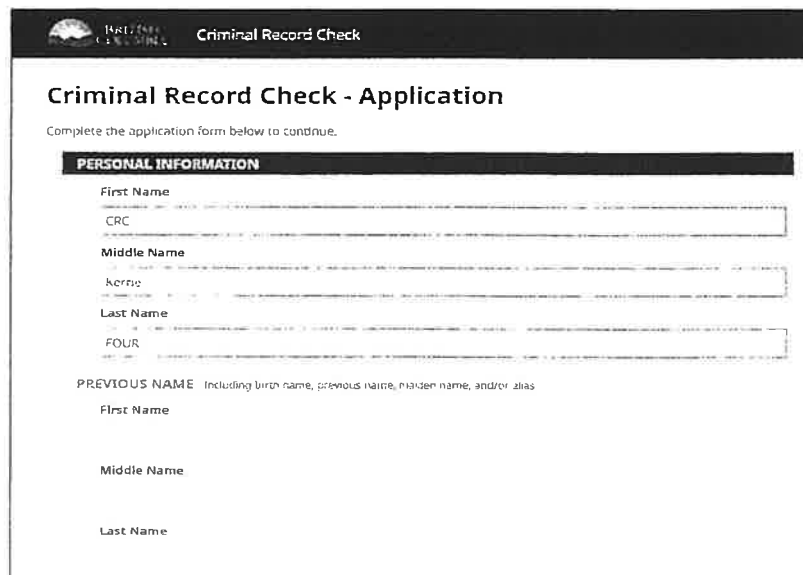
I do not have a BC Services Card.

Login with 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](#).



Criminal Record Check - Application

Complete the application form below to continue.

PERSONAL INFORMATION

First Name
CRC

Middle Name

Last Name
kerre

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.



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.

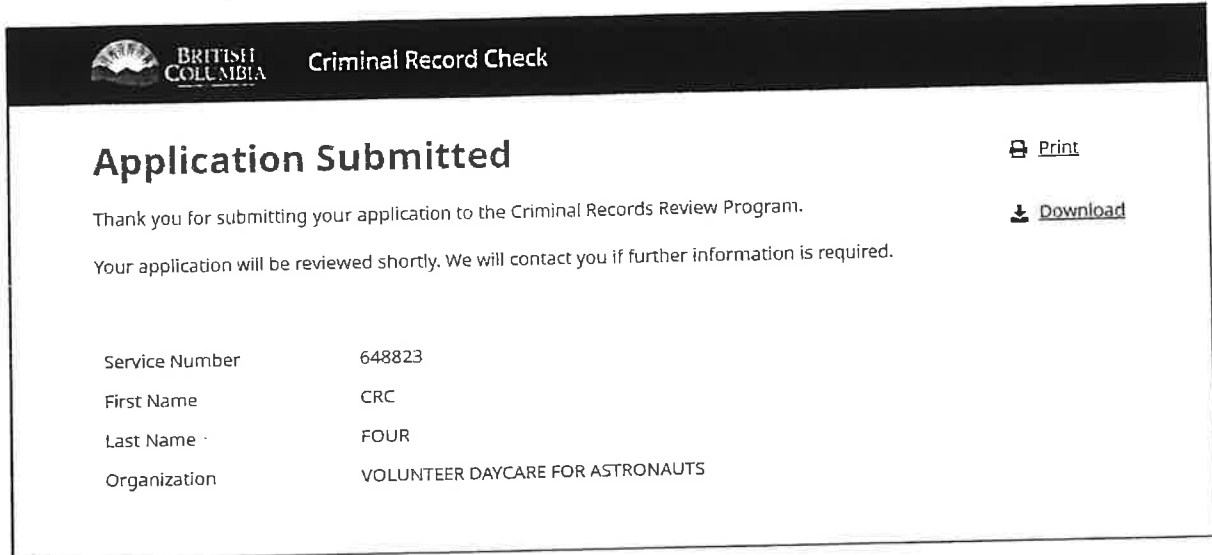
CRRP Collection Notice

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.



Criminal Record Check

Application Submitted

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

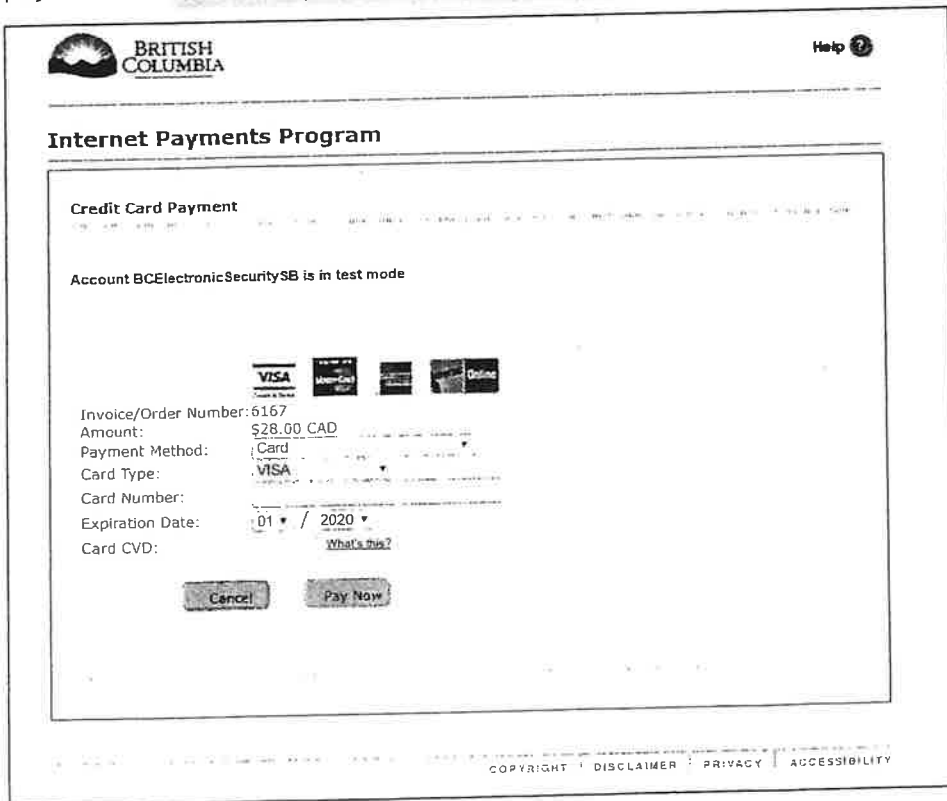
Your application will be reviewed shortly. We will contact you if further information is required.

[Print](#)

[Download](#)

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.**



Internet Payments Program

Credit Card Payment

Account BCElectronicSecuritySB is in test mode


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

[Cancel](#) [Pay Now](#)

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](#)

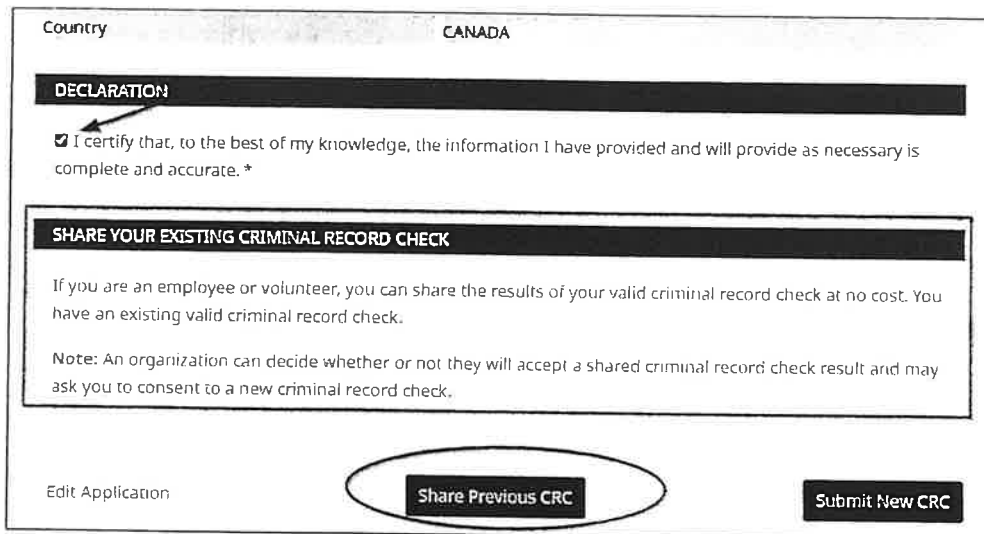
[Download](#)

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. *

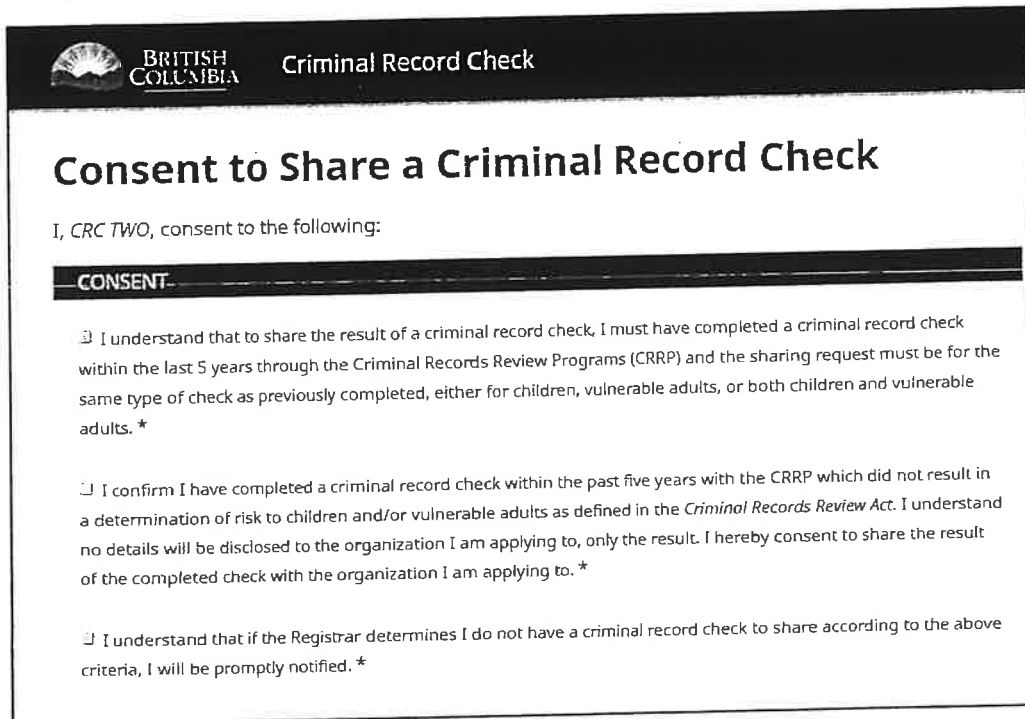
SHARE YOUR EXISTING CRIMINAL RECORD CHECK

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.



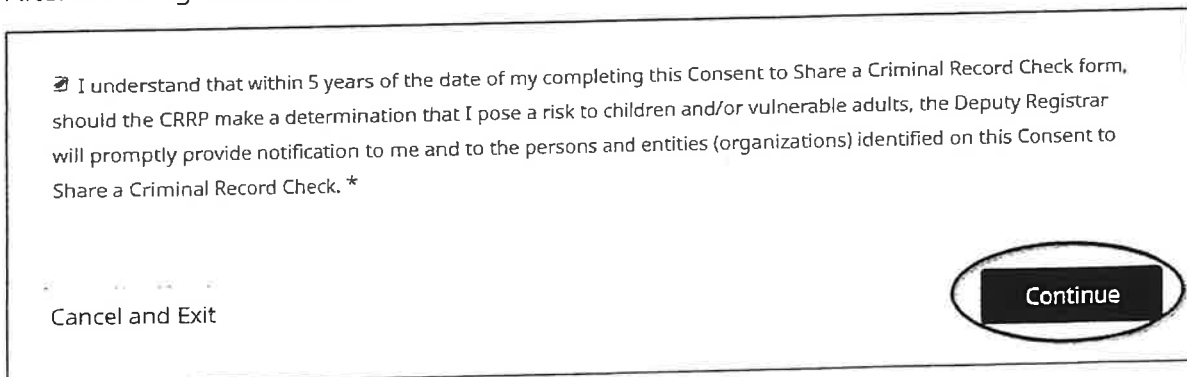
The screenshot shows a web form titled "Consent to Share a Criminal Record Check" with the British Columbia logo in the top left. The form contains the following text:

I, *CRC TWO*, 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 bottom part of the consent form with the following text:

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. *

Cancel and Exit

Continue

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



The screenshot shows a web page titled "Criminal Record Check" with the British Columbia logo. The main heading is "Application Submitted". Below the heading, there is a "Print" button and a "Download" button. A message reads: "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." Below this message is a table with the following details:

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



Criminal Records Review Program
eCRC Online Service using BC Services Card
Frequently Asked Questions (FAQs)

1. What is the BC Services Card?

The BC Services Card is a government-issued identification assigned to BC residents that provides access to government services. For more information, see [BC Services Card](#).

2. How can I use the BC Services Card to apply for a criminal record check online?

The Criminal Records Review Program (CRRP) is now accepting the BC Services Card as Electronic Identity Verification (EIV). After you have entered your organization's access code, you will have the option to "Login with a BC Services Card" to apply and consent to a criminal record check. Your BC Services Card must be activated to use this online service.

3. How do I activate and set up my BC Services Card?

To activate and use your BC Services Card, you must verify your identity. Available options include [Verify Your Identity by Video](#) (through a video call or by sending a video) or [Verify Your Identity in Person](#).

4. I have a BC Services Card without photo; can I still apply for a criminal record check online?

Yes, the BC Services Card without photo is now being accepted. When you use a non-photo BC Services Card, additional ID with a photo is needed. For more information, see [Non-Photo BC Services Card](#).

5. I am an existing Criminal Records Review Program client; can I continue to use the existing Electronic Identity Verification (EIV) process?

Yes. However, the existing EIV (Equifax) will be phased out in the coming months, at which time the BC Services Card will be the only EIV option available.

6. If I am not able to apply for a criminal record check online with BC Services Card or Equifax, am I able to still complete a criminal record check?

Yes. Please contact **your organization** via email or phone and request a criminal record check form. Your organization will be responsible for verifying your identity with two valid pieces of identification.



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7. What is the criminal record check fee to use the BC Services Card?

The criminal record check fee is \$28 and credit card payment must be approved before Security Programs Division will process. It is important to note that this fee has not changed with the implementation of the BC Services Card and volunteer organizations which have volunteers working with children or vulnerable adults will still have the criminal record checks completed at no cost.

8. What if I'm having trouble logging in to the online criminal record check application with my BC Services Card?

For assistance with your BC Services Card, see [Log in with a Card](#).

For assistance with your organization access code, please contact **your organization**.

9. I have a BC Services Card; will I still need an access code to complete the online criminal record check?

Yes. Prior to being able to request a criminal record check online, you must enter your organization-specific access code. If you do not have the access code, please contact **your organization** directly.

10. Once I submit my online criminal record check using a BC Services Card, how long does it take to process?

As processing times may vary, for the latest information please visit [Criminal Record Check BC](#).

11. How do I know my privacy and security are being protected when using my BC Services Card?

The BC Government takes people's privacy and security seriously. The BC Services Card is one of the most trusted forms of identification in BC. For assistance with your BC Services Card, see [Privacy & Security](#).