

## CRIMINAL RECORD CHECK INFORMATION

In British Columbia, vulnerable sector criminal record checks (CRC) must be completed via the Criminal Records Review Program for anyone working with and/or left alone with children or vulnerable adults, including respite caregivers and volunteers (governed by the Criminal Record Review Act). These checks are not done at your local police detachment.

There is a \$28 fee to complete a CRC for employees, for volunteers there is no charge.

If the employee(s) also work part-time for other agencies, they likely would have been required to have a CRC done. Current CRC's can be shared amongst employers if the employer is registered with the CRRP (Criminal Records Review Program) and enrolls in the Applicant-Based Online Service.

You can find more information about the CRC here:

<https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check>

### **Enrollment in the Criminal Record Review Program:**

The first step in the criminal record check process is for each employer to register with the Criminal Records Review Program (CRRP) to assess whether you are defined as an employer by completing the online 'organization registration process.' The *Criminal Records Review Act* defines an employer as any organization that receives 50% or more of their funding from the province either through licensing or contract.

Step by step instructions for how to complete the CRRP process for staff can be found at the following link by clicking the "Register an account to screen employees" button:

<https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-recordcheck/organization-registration>

After sending in your registration package, the CRRP will confirm your enrolment in writing and then you will be able to move on to submission of CRCs which can be done:

- by the employer:
  - online using the Organization-Based Online Service (BCeID); or
- by the applicant:
  - using the Applicant-Based Online Service (eCRC).

### **Contractor Process**

If you have gone through the process above and have not been deemed an employer by CRRP you will then need to register as a contractor. In order to do this the CRRP will need to confirm jurisdiction. This can be done via an email sent to [criminalrecords@gov.bc.ca](mailto:criminalrecords@gov.bc.ca) with the following information:

1. the name of the organization/employer
2. the name of the person who will be the authorized contact
3. a statement confirming that you are receiving funds from your designated funding ministry

Once received, the CRRP will reach out to the authorized contact for further information in creating the account if needed.

Once your contractor account has been created you will be required to submit Criminal Record Checks via fax, email, or mail using the consent forms that will be provided to you when your account is registered.