

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. 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. More information can be found here:

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

Follow this link to complete the registration and enrollment process with the Criminal Records Review Program online:

<https://forms.gov.bc.ca/justice/orgregistration/>

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 applicant:
 - online using the Applicant-Based Online Service (eCRC).

https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/criminal-record-check/ecrc_online_service_-_user_guide_2021.pdf; OR,

- by the employer:
 - online using the Organization-Based Online Service (BCeID)
<https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/criminal-record-check/guide-onlineservice.pdf>;

*Note: The Organization-Based process is only available to employers who submit more

than 10 CRCs per month. The Applicant-Based (eCRC) Online process is the recommended option for small employers, and is simpler and quicker than creating and submitting CRCs using the manual paper-based process. If you do use the manual paper-based forms, you will be given a pre-populated form from the PSSG with your account information - you will need to photocopy these forms to give to potential staff as needed.