

## 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 you also work part-time for another agency, you 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 so check with your employer before doing a new CRC.

You can find more information about CRCs here:

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

### **Submitting your CRC**

Depending how your employer is set up, you may be able to file your CRC online, or you may have to complete a form that will get emailed, mailed or faxed in.

If your employer is set up with the **Organization-Based Online Service**, they will be able to provide you with a personalized code that you will use to complete the CRC form online. You will then print off, sign, and date the form, and give it to your employer.

If your employer is set up with the **Applicant Based Online Service**, they will be able to provide you with an access code to their online portal where the CRC can be completed online. For detailed submission information, please see the [eCRC Online Service Walk-through Guide](#).

If your employer does not have online service, you will need to manually complete a CRR010 form. You will be responsible for presenting valid ID to your employer for them to verify your identity, as well as for filling in the "applicant information" of the form. The information you will need to complete the form is:

- Full legal name
- Date of birth
- Gender
- Place of birth
- Any additional names you use(d)
- Residential and mailing addresses
- Phone number
- Email
- Driver's license number