



Ministry of  
Justice

Criminal Records Review Program  
**eCRC ONLINE SERVICE**  
**Walk-through Guide**

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## Overview

Volunteers and employees covered under the Criminal Records Review Act will obtain a web link and unique access code from their registered volunteer organization or employer organization.

This guide will walk through all of the steps in order to process the online eCRC application.

## Figures

### **Walk-through of a new employee or volunteer check, page 3:**

In this example scenario an employee is requesting a criminal record check. The volunteer process will mirror this process except – the volunteer applicant will not be required to pay the \$28 fee.

### **Walk-through of a sharing check, page 9:**

This scenario explains how to share an existing check. This is available to employees and volunteers at no cost.

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## NEW Criminal Record Check

Once the employee or volunteer types in the web link provided by their employer, the screen below will be displayed:

### Criminal Record Check

PLEASE DO NOT USE YOUR BACK BUTTON ON YOUR INTERNET BROWSER  
ALWAYS USE THE NAVIGATION BUTTONS AS INDICATED IN THE APPLICATION

#### Request a New Criminal Record Check

To Submit and 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 through the Electronic Identity Verification (EIV) process.  
**Please Note:** Not all individuals will be able to use the EIV process and may be required to submit the request for a criminal record check through the manual paper process.

To use the EIV:


- Individuals must have a minimum Canadian credit history of at least six months.
- Individuals must have been residing in Canada for two years or longer.
- Individuals must correctly answer a set of security questions unique to their personal credit history.
- Must have a current Canadian address. (Please do not enter a foreign address through the on-line service)

#### Share the Result of a Completed Criminal Record Check

To submit an online request to share the result of a completed criminal record check:

- The criminal record check must have been completed within the last 5 years through the Ministry of Justice Criminal Records Review Program. Note: A criminal record check is considered complete once the result of the check has been issued to an organization
- The request must be for the same type of check as previously completed, either for children, vulnerable adults, or both children and vulnerable adults
- Have your identity verified through the Electronic Identity Verification (EIV) process.  
**Please Note:** Not all individuals will be able to use the EIV process and may be required to submit the request for a criminal record check through the manual paper process.

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



If you cannot read the text above, click on the image to regenerate the text.

Please type in the characters shown above. \*

Enter the access code that your employer or volunteer organization has provided you. Then enter the characters shown in the image. Once this is complete select "Request for a New Criminal Check"

**Important Note: Please do not use the back buttons on your browser.**

After selecting “request a new criminal record check, the organization information will be displayed:

Once you have confirmed the organization information displayed is the organization for which you wish to complete the criminal record check, select **Next**.

The screenshot shows the 'Criminal Record Check' page for 'Organization Details'. The page header includes 'B.C.'s Justice System' and 'Ministry of Justice'. The main content area is titled 'Criminal Record Check' and displays 'Organization Information' for 'BABES IN TOYLAND'. The information includes: Organization Name: BABES IN TOYLAND; Address Line 1: JOY BVE; Address Line 2: 1-20709 EASLEIGH CREST; City: LANGLEY; Province: BRITISH COLUMBIA; Country: CANADA; Postal Code: V3A 4C3; Role: EMPLOYEE. Below this information, there is a warning: 'If the information above does not appear to match the organization that has requested that a criminal record check be completed, please do not proceed and contact the organization that has requested the criminal record check.' A note states: 'For volunteers completing a request for a criminal record check, no payment is required. For all other applicants, a fee payable by credit card (Visa, MasterCard or AMEX) is required. Please have your credit card information ready.' A message follows: 'Once the criminal record check is complete, the organization noted above will receive the results.' A final instruction reads: 'By selecting Next, you are consenting to have your information released to this organization.' At the bottom, there are 'Cancel' and 'Next' buttons.

The screenshot shows the 'Consent Information' page. It features a left sidebar with navigation links: 'Under the Act' (Organization and Applicant Responsibilities, Apply for a Criminal Record Check - Application Form, Schedule Types and Payment, Application Processing Policies, Criminal Record Check Results, Reconsiderations and Appeals), 'Resources' (Legislation and Resources, About Us, Contact Us), and 'Consent Information'. The main content area is titled 'Consent to a Criminal Record Check' and contains several consent statements with radio buttons for 'Yes' and 'No'. The statements are: 1. 'I hereby consent to a check for records of criminal convictions to determine whether I have a conviction or outstanding charge for any relevant or specified offences under the Criminal Records Review Act;'. 2. 'I hereby authorize the release to the Deputy Registrar any documents in the custody of the police, the court and crown counsel relating to an outstanding charge or conviction of any relevant or specified offence as defined under the Criminal Records Review Act.'. 3. 'Where the results of this check indicate that a criminal record or outstanding charge for a relevant or specified offence may exist, I agree to provide my fingerprints to verify any such criminal record.'. 4. 'The Deputy Registrar will notify me and my organization that I have an outstanding charge or conviction for any relevant or specified offence(s) and the matter has been referred to the Deputy Registrar;'. 5. '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.'. 6. 'The Deputy Registrar's determination will be disclosed to my organization and it will include consideration of any relevant or specified offence for which I have received a pardon;'. 7. 'If I am charged with or convicted of a relevant or specified offence at any time subsequent to the criminal record check authorized herein, I further agree to report the charge or conviction to my organization and provide my organization, in a timely manner, with consent to conduct a Criminal Record Check form.'. Below these statements, there are two sections: 'I have read and understand the above: Yes No' and 'Consent to Release Personal Information'. The 'Consent to Release Personal Information' section contains the text: 'I hereby consent to the release of my personal information to Equifax for the confirmation of the personal information I have entered in this form.' Below this, there is another 'I have read and understand the above: Yes No' section. At the bottom, there is a 'FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPPA):' section with a disclaimer and contact information for the Policy Analyst, Criminal Records Review Program, PO Box 9217 Stn Prov Govt, Victoria, BC V8V 9J1 or by phone at (250) 387-2896. At the bottom of the page, there are 'Cancel' and 'Next' buttons.

This page contains the consent information. You must select “yes” in both places indicated on this screen to give your consent to do the criminal record check and to give your consent to releasing personal information to Equifax for the purpose of confirming your identity only. The Equifax service is called EIV (electronic identity verification). Please see the EIV section of the guide for additional information.

Select **Next** to proceed.

Criminal Record Check Home Page > Organization Details > Consent > Data Entry Form

### Criminal Record Check

*All fields marked with a red asterisk (\*) are required.*

**Applicant Information**

Surname: TESTSWEET \*

First Name: PERFUME \*

Middle Name: \*

Date of Birth: (MM/DD/YYYY) 10/31/1972 \*

Gender:  Female  Male \*

Birth Place: (City, Province/State, Country) TORONTO \*

Driver's Licence #: (Current or Expired) Providing a Driver's Licence may expedite the criminal record check process 0123456 \*

Driver's Licence Province of Issue: BRITISH COLUMBIA \*

Applicant's Position/Job Title: Janitor \*

Category of Offenses: CHILDREN \*

**Other Names Used** (e.g. maiden name, birth name, or previous marital name(s))

Surname: \*

First Name: \*

Middle Name: \*

Surname: \*

First Name: \*

Middle Name: \*

Surname: \*

First Name: \*

Middle Name: \*

Please accurately and truthfully complete the applicant information on data entry form.

All mandatory fields are marked with a red asterisk (\*).

Note: Please provide your valid or expired driver's licence number if you have one as this may assist in expediting the criminal record check process.

Check over the information you have entered for accuracy. Make any corrections that are necessary. If for any reason you wish to cancel the request for criminal record check, you may select the Cancel button.

To proceed, select **Next**.

**Contact Information** (If time at current address is less than 24 months, please include at least 1 previous address)

Mailing Address: 109 ALBERT ST NE \*

City: AIRDRIE \*

Country: CANADA \*

Province: ALBERTA \*

Postal Code: (X#X #X#) T4B 0R5 \*

Time at Address: (Months) 25 \*

Contact Phone #: (###-###-####) 416-201-0046 \*

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**Previous Address Information**

Mailing Address: \*

City: \*

Country: CANADA \*

Province: BRITISH COLUMBIA \*

Postal Code: (X#X #X#) \*

Time at Address: (Months) \*

Mailing Address: \*

City: \*

Country: CANADA \*

Province: BRITISH COLUMBIA \*

Postal Code: (X#X #X#) \*

Time at Address: (Months) \*

Cancel Next

This page will display all of the information that you have entered. Please review carefully.

Criminal Record Check Home Page > Organization Details > Consent > Data Entry Form > Review Details

### Criminal Record Check

**Applicant Information**

Surname:	TESTSWEET
First Name:	PERFUME
M555 Name:	10/31/1972
Date of Birth:	F
Gender:	TORONTO
Birth Place: (City, Province/State, Country):	0123456
Driver's Licence #: (Current or Expired):	BRITISH COLUMBIA
Driver's Licence Province of Issue:	Janitor
Applicant's Position/Job Title:	CHILDREN
Category of Offenses:	

**Other Names Used**  
(e.g. maiden name, birth name, or previous married name(s))

Surname:  
First Name:  
Middle Name:  
Surname:  
First Name:  
Middle Name:  
Surname:  
First Name:  
Middle Name:

**Contact Information**

Mailing Address: 109 ALBERT ST NE  
City: AIRDRIE  
Country: CANADA  
Province: ALBERTA  
Postal Code: (X#X #X#): T4B 0R5  
Time at Address: (Months): 25

Select **Next** to proceed to identity verification (EIV).

Time at Address: (Months): 25  
Contact Phone #: (###-###-####): 416-201-0046

**Previous Address Information**

Mailing Address:  
City:  
Country:  
Province:  
Postal Code: (X#X #X#)  
Time at Address: (Months)

Mailing Address:  
City:  
Country:  
Province:  
Postal Code: (X#X #X#)  
Time at Address: (Months)

**Organization Information**

Organization Name:	BABES IN TOYLAND
Address Line 1:	JOY BYE
Address Line 2:	1-20709 EASLEIGH CREST
City:	LANGLEY
Province:	BRITISH COLUMBIA
Country:	CANADA
Postal Code:	V3A 4C3
Role:	EMPLOYEE

If any corrections are required to the information presented above, select the Back button below. Select Next to proceed with identity verification.

This page will display identity verification questions (based on your Canadian credit history). Questions will be written in a way that only you will know the answer. Please answer all the questions to proceed.

At the next step, if you are required to pay the \$28 fee for the criminal record check (everyone must pay **except for volunteers associated with registered volunteer associations**), you will be taken to the credit card payment page. Please have your credit card ready. To proceed, select **Next**.

### Criminal Record Check

**Identity Verification Questions**

Your credit file indicates you may have a gas card or account which was opened approximately September 2012. Please choose the credit provider for this account from the following options.

EISSO Correct: false  
 IRVING OIL Correct: false  
 OLCO Correct: false  
 SUNCOR ENERGY INC. Correct: true  
 NONE OF THE ABOVE Correct: false

Which of the following is currently or has been in the past one of your phone numbers?

7801694674 Correct: false  
 7801938089 Correct: false  
 7803512360 Correct: false  
 7803143038 Correct: false  
 NONE OF THE ABOVE Correct: true

Identify your business line extension in the following list?

2668 Correct: false  
 5539 Correct: false  
 9457 Correct: false  
 9477 Correct: false  
 NONE OF THE ABOVE Correct: true

Which of the following is your middle or former name?

ZADKAI Correct: false  
 ZISHA Correct: false  
 ZISSIS Correct: false  
 ZYU Correct: false  
 NONE OF THE ABOVE Correct: true

Provide your credit card information.

Select **Pay Now**. Your credit card will be charged \$28 and you will be taken the receipt page.

The screenshot shows the 'Internet Payments Program' interface. At the top, there is the British Columbia logo and a 'Help' link. The main heading is 'Internet Payments Program'. Below this is a 'Credit Card Payment' section. A red error message states: 'Account BCEPQ\_Recommended\_P is in test mode'. The form displays the following information: Invoice/Order Number: 30110937, Amount: \$20.00 CAD, Credit Card Type: VISA, Credit Card Number: 403000010001234, and Expiration Date: 12 / 2013. At the bottom of the form are two buttons: 'Cancel' and 'Pay Now'. A footer contains links for 'COPYRIGHT', 'DISCLAIMER', 'PRIVACY', and 'ACCESSIBILITY'.

\* If for some reason you are unable to complete the EIV portion of your application – this screen will appear.

It will list all of the information you entered and prompt you to print off the page and submit your application manually.

Remember to sign and date the bottom of the form.

Note: You will be required to take this form to your organization to have your ID checked manually prior to submitting to the CRRP.

The screenshot shows the 'ID Verification - To be completed by the requesting Organization' form. It begins with a certification statement: 'I certify that I \_\_\_\_\_ have verified the applicant's Primary and Secondary ID as outlined in the CRRP ID Verification Requirements (for a complete list of acceptable ID and organization responsibilities, please visit <http://www.pssg.gov.bc.ca/criminal-records-review/responsibilities/index.htm>)'. Below this is a line for 'Signature: \_\_\_\_\_' and 'Date: \_\_\_\_\_'. The 'Payment Information' section states: 'For volunteers completing a request for a criminal record check, no payment is required. For all other applicants, a \$28 fee payable by credit card (Visa or MasterCard) is required. If payment is required, please submit an Application for Pre-Authorized Credit Card Usage with this form. The Application for Pre-Authorized Credit Card usage is available online at <http://www.pssg.gov.bc.ca/criminal-records-review/shareddocs/creditcard.pdf> Consent to a Criminal Record Check'. This is followed by a list of consent items: 'I hereby consent to a check for records of criminal convictions to determine whether I have a conviction or outstanding charge for any relevant or specified offences under the Criminal Records Review Act;', 'I hereby authorize the release to the Deputy Registrar any documents in the custody of the police, the court and crown counsel relating to an outstanding charge or conviction of any relevant or specified offence as defined under the Criminal Records Review Act.', 'Where the results of this check indicate that a criminal record or outstanding charge for a relevant or specified offence may exist, I agree to provide my fingerprints to verify any such criminal record.', 'The Deputy Registrar will notify me and my organization that I have an outstanding charge or conviction for any relevant or specified offence(s) and the matter has been referred to the Deputy Registrar;', '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 Deputy Registrar's determination will be disclosed to my organization and it will include consideration of any relevant or specified offence for which I have received a pardon;', and 'If I am charged with or convicted of a relevant or specified offence at any time subsequent to the criminal record check authorized herein, I further agree to report the charge or conviction to my organization and provide my organization, in a timely manner, with consent to conduct a Criminal Record Check form.'. A 'FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPPA)' notice follows, explaining that the information is collected under the authority of the Criminal Records Review Act section 4(1) and section 26(c) of the FOIPPA. At the bottom, there are lines for 'Applicant Signature: \_\_\_\_\_' and 'Date: \_\_\_\_\_'.

**Criminal Record Checks**  
 Criminal Record Check Home Page > Organization Details > Consent > Data Entry Form > Review Details > Identity Verification > Payment Required > Employee Confirmation Page

**Criminal Record Check**

**Receipt**  
 Payment Approved. Thank you.

A request to conduct a criminal record check has been submitted to the Criminal Records Review Program at the Ministry of Justice. Please allow 7 to 10 business days for processing. Once complete, the results will be provided directly to the organization requesting the check.

The service number below can be used to help locate your file when contacting the Ministry and when submitting a request to share a completed criminal record check.

**Session ID:** 6165

Service #	Surname	First Name	Date of Birth	Paid
643894	TESTSWEET	PERFUME	Oct 31 1972	\$20.00

**Resources**

- Who Must Have a Criminal Record Check under the Criminal Records Review Act
- Offences Reviewed Under the Act
- Organization and Applicant Responsibilities
- Apply for a Criminal Record Check - Application Form, Schedule Types and Payment.
- Application Processing Policies
- Criminal Record Check Results, Reconsiderations and Appeals
- Legislation and Resources
- About Us
- Contact Us

**Date:** Nov 15, 2013    **Transaction Type:** Purchase  
**Card Type:** VISA    **Card Number:** XXXXXXXXXXXXXXXX  
**Invoice Number:** 3957    **Amount:** \$20.00  
**Transaction ID:** 30110937    *(Note: Credit card number has been masked for privacy)*  
**Approval Code:** TEST    **Response Message:** Approved  
**Host Date/Time:** Nov 15, 2013 10:37    **Sequence Number:** 000000000000  
**ISO Response Code:** 00    **Term Number:** Y20091123011  
**Response Code:** 000    **WS Response Code:** A  
**WS Response Description:** Approved

Please print this form for your records.

[Print](#)

Please print a copy of this page for your records.

**Note: the Criminal Records Review Program is not able to produce a copy of this receipt, so it is important that you print and retain for your records.**

After you print off your receipt, your request for a criminal record check has been submitted to the Criminal Records Review Program and is in progress. The result will be sent directly to your organization once completed.



## Sharing a Criminal Record Check

### To be able to share:

- The criminal record check must have been completed within the last 5 years through the Ministry of Justice Criminal Records Review Program. Note: A criminal record check is considered complete once the result of the check has been issued to an organization
- The request must be for the same type of check as previously completed, either for children, vulnerable adults, or both children and vulnerable adults

### Criminal Record Check

**PLEASE DO NOT USE YOUR BACK BUTTON ON YOUR INTERNET BROWSER**

**ALWAYS USE THE NAVIGATION BUTTONS AS INDICATED IN THE APPLICATION**

#### Request a New Criminal Record Check

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 through the Electronic Identity Verification (EIV) process.  
**Please Note:** Not all individuals will be able to use the EIV process and may be required to submit the request for a criminal record check through the manual paper process.

To use the EIV:


- Individuals must have a minimum Canadian credit history of at least six months.
- Individuals must have been residing in Canada for two years or longer.
- Individuals must correctly answer a set of security questions unique to their personal credit history.
- Must have a current Canadian address. (Please do not enter a foreign address through the on-line service)

#### Share the Result of a Completed Criminal Record Check

To submit an online request to share the result of a completed criminal record check:

- The criminal record check must have been completed within the last 5 years through the Ministry of Justice Criminal Records Review Program. Note: A criminal record check is considered complete once the result of the check has been issued to an organization
- The request must be for the same type of check as previously completed, either for children, vulnerable adults, or both children and vulnerable adults
- Have your identity verified through the Electronic Identity Verification (EIV) process.  
**Please Note:** Not all individuals will be able to use the EIV process and may be required to submit the request for a criminal record check through the manual paper process.

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



If you cannot read the text above, click on the image to regenerate the text.

Please type in the characters shown above.

Enter the access code that your new organization has provided you. Type the characters you see in the image and click **Share the result of a Criminal Record Check**.

Your organization's information will already be populated. Please review this information carefully to ensure that it is accurate.

At the end of the process your criminal record check will be sent directly to the organization shown. Select **Next** to proceed.

The screenshot shows the 'Criminal Record Check' page under 'Organization Details'. It includes a navigation menu on the left with categories like 'Who Must Have a Criminal Record Check', 'Organization and Applicant Responsibilities', 'Apply for a Criminal Record Check', 'Volunteer Information', 'Vulnerable Sector Checks', 'Electronic Identity Verification (EIV)', 'Portability of Results', 'Criminal Record Check Results', 'Reconsiderations and Appeals', and 'Offences Reviewed Under the Act'. The main content area is titled 'Criminal Record Check' and contains 'Organization Information' for 'BABY BEAR FDC' at '1209 SECRET CRT', 'COQUITLAM, BRITISH COLUMBIA, CANADA, V3B 5S6'. A consent notice states: 'If the information above does not appear to match the organization that has requested that a criminal record check be completed, please do not proceed and contact the organization that has requested the criminal record check. Once the request to share a criminal record check result is complete, the organization noted above will receive the results. By selecting Next, you are consenting to have your information released to this organization.' There are 'Cancel' and 'Next' buttons at the bottom.

The consent screen explains the conditions of the sharing check and the responsibilities of all parties. Please read this page carefully and click **Yes** when you have fully understood the acknowledgements.

The screenshot shows the 'Consent' screen for the 'Criminal Record Check'. It features a navigation menu on the left with categories like 'Who Must Have a Criminal Record Check', 'Organization and Applicant Responsibilities', 'Apply for a Criminal Record Check', 'Volunteer Information', 'Vulnerable Sector Checks', 'Electronic Identity Verification (EIV)', 'Portability of Results', 'Criminal Record Check Results', 'Reconsiderations and Appeals', and 'Offences Reviewed Under the Act'. The main content area is titled 'Criminal Record Check' and contains 'Consent Information' with a note: 'All fields marked with a red asterisk (\*) are required.' It includes 'Consent for release of information and acknowledgments' with three bullet points regarding the timing and scope of the check. Below this is a section for 'Consent to Release Personal Information' with a radio button for 'Yes' selected. A 'FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPPA)' notice is at the bottom. There are 'Cancel' and 'Next' buttons at the bottom.

Click **Next** to proceed.

Please accurately and truthfully complete the applicant information on data entry form.

All mandatory fields are marked with a red asterisk (\*).

Note: Please provide your driver's licence number if you have one as this may assist in expediting the criminal record check process.

Once you have completed all applicable fields – select **Next** to continue.

Please review all of the information you entered to ensure that it is accurate.

Once you are satisfied – select next to proceed to the identity verification (EIV).

Criminal Record Check Home Page > Organization Details > Consent > Data Entry Form > Review Details

### Criminal Record Check

**Applicant Information**

Surname:	TESTSWEET
First Name:	PERLUME
Middle Name:	
Date of Birth:	10/31/1972
Gender:	F
Birth Place: (City, Province/State, Country)	TORONTO
Driver's Licence #: (Current or Expired)	0123456
Driver's Licence Province of Issue:	BRITISH COLUMBIA
Applicant's Position/Job Title:	Janitor
Category of Offenses:	CHILDREN

**Other Names Used**  
(e.g. maiden name, birth name, or previous married name(s))

Surname:	
First Name:	
Middle Name:	
Surname:	
First Name:	
Middle Name:	
Surname:	
First Name:	
Middle Name:	

**Contact Information**

Mailing Address:	109 ALBERT ST NE
City:	AIRDRIE
Country:	CANADA
Province:	ALBERTA
Postal Code: (XXXX #X#)	T4B 0R5
Time at Address: (Months)	25

If our system cannot find a match – you will be prompted with this notice:

❗ The system could not find a completed criminal record check to share.

Please print out the page shown, bring it to your organization to verify your ID, sign the consent and then send to the CRRP to be processed manually.

Organization Name: BABY BEAR FDC  
Address Line 1: 1209 SECRET CRT  
Address Line 2:  
City: COQUITLAM  
Province: BRITISH COLUMBIA  
Country: CANADA  
Postal Code: V3B 5S6  
Role: VOLUNTEER

**ID Verification - To be completed by the requesting Organization**

I certify that I \_\_\_\_\_ have verified the applicant's Primary and Secondary ID as outlined in the CRRP ID Verification Requirements (for a complete list of acceptable ID and organization responsibilities, please visit <http://www.pssg.gov.bc.ca/criminal-records-review/responsibilities/index.htm>)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Consent**

I hereby consent to share the result of a completed criminal record check with the organization indicated in this request.

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPPA):** The information requested on this form is collected under the authority of the Criminal Records Review Act section 4(1) and section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA). The information provided will be used to fulfil the requirements of the Criminal Records Review Act for the release of criminal records information and is in compliance with the FOIPPA. If you have any questions about the collection of your personal information, please contact Criminal Records Review Program, PO Box 9217 Stn Prov Govt, Victoria, BC V8V 911 or by phone at (250) 387-2896.

Applicant Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

If a matching criminal record check is found – you will be required to verify your identity through the EIV service.

**Criminal Record Check**

**Identity Verification Questions**

Your credit file indicates you may have a gas card or account which was opened approximately September 2012. Please choose the credit provider for this account from the following options.

ESSO Correct: false  
 IRVING OIL Correct: false  
 OLCO Correct: false  
 SUNCOR ENERGY INC. Correct: true  
 NONE OF THE ABOVE Correct: false

Which of the following is currently or has been in the past one of your phone numbers?

7801694674 Correct: false  
 7801938089 Correct: false  
 7803512560 Correct: false  
 7809143038 Correct: false  
 NONE OF THE ABOVE Correct: true

Identify your business line extension in the following list?

2668 Correct: false  
 5539 Correct: false  
 9457 Correct: false  
 9477 Correct: false  
 NONE OF THE ABOVE Correct: true

Which of the following is your middle or former name?

ZAIKAI Correct: false  
 ZISHA Correct: false  
 ZISSIS Correct: false  
 ZIYI Correct: false  
 NONE OF THE ABOVE Correct: true

Cancel Next

The question will be credit history based. Please answer all questions and then click **Next**.

\*If for some reason you are unable to complete the EIV portion of your application, this screen will appear.

It will list all of the information you entered and prompt you to print off the page and submit your application manually.

Remember to sign and date the bottom of the form.

**ID Verification - To be completed by the requesting Organization**

I certify that I \_\_\_\_\_ have verified the applicant's Primary and Secondary ID as outlined in the CRRP ID Verification Requirements (for a complete list of acceptable ID and organization responsibilities, please visit <http://www.pssg.gov.bc.ca/criminal-records-review/responsibilities/index.htm>)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment Information**

For volunteers completing a request for a criminal record check, no payment is required. For all other applicants, a \$28 fee payable by credit card (Visa or MasterCard) is required. If payment is required, please submit an Application for Pre-Authorized Credit Card Usage with this form. The Application for Pre-Authorized Credit Card usage is available online at <http://www.pssg.gov.bc.ca/criminal-records-review/shareddocs/creditcard.pdf>

**Consent to a Criminal Record Check**

- I hereby consent to a check for records of criminal convictions to determine whether I have a conviction or outstanding charge for any relevant or specified offences under the Criminal Records Review Act;
- I hereby authorize the release to the Deputy Registrar any documents in the custody of the police, the court and crown counsel relating to an outstanding charge or conviction of any relevant or specified offence as defined under the Criminal Records Review Act.
- Where the results of this check indicate that a criminal record or outstanding charge for a relevant or specified offence may exist, I agree to provide my fingerprints to verify any such criminal record.
- The Deputy Registrar will notify me and my organization that I have an outstanding charge or conviction for any relevant or specified offence(s) and the matter has been referred to the Deputy Registrar;
- 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 Deputy Registrar's determination will be disclosed to my organization and it will include consideration of any relevant or specified offence for which I have received a pardon;
- If I am charged with or convicted of a relevant or specified offence at any time subsequent to the criminal record check authorized herein, I further agree to report the charge or conviction to my organization and provide my organization, in a timely manner, with consent to conduct a Criminal Record Check form.

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPPA):** The information requested on this form is collected under the authority of the Criminal Records Review Act section 4(1) and section 26(c) of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. The information provided will be used to fulfill the requirements of the Criminal Records Review Act for the release of criminal records information and is in compliance with the FOIPPA. If you have any questions about the collection of your personal information, please contact Criminal Records Review Program, PO Box 9217 Stn Prov Govt, Victoria, BC V8V 9J1 or by phone at (250) 387-2896.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

You have completed the process. Your result will be shared with your organization. Please allow for a minimum of 3 business days for the check result to be sent.

You may print this page for your records and exit.

The screenshot shows a web page titled "Criminal Record Checks" from the B.C.'s Justice System Ministry of Justice. The page indicates that the submission is complete and provides a session ID of 6511. A table lists the service number, surname, first name, and date of birth for the individual being checked. The table contains the following data:

Service #	Surname	First Name	Date of Birth
644114	HARRISON	GENNY	Feb 18 1956

Below the table, there is a "Print" button and a note to print the form for records. A sidebar on the left contains a navigation menu with various links related to criminal record checks.

## Contact the Criminal Records Review Program

**Phone:** Call toll-free at 1-855-587-0185

**Facsimile:** 250-356-1889

**Website** [www.pssg.gov.bc.ca/criminal-records-](http://www.pssg.gov.bc.ca/criminal-records-)

**E-Mail:** [sgspdps@gov.bc.ca](mailto:sgspdps@gov.bc.ca)