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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 covered under the [Criminal Records Review Act](#) can access the online criminal record check application by:

- Receiving an email invitation that includes a secure direct link, or
- Receiving a web link and unique access code from their registered volunteer or employer organization.

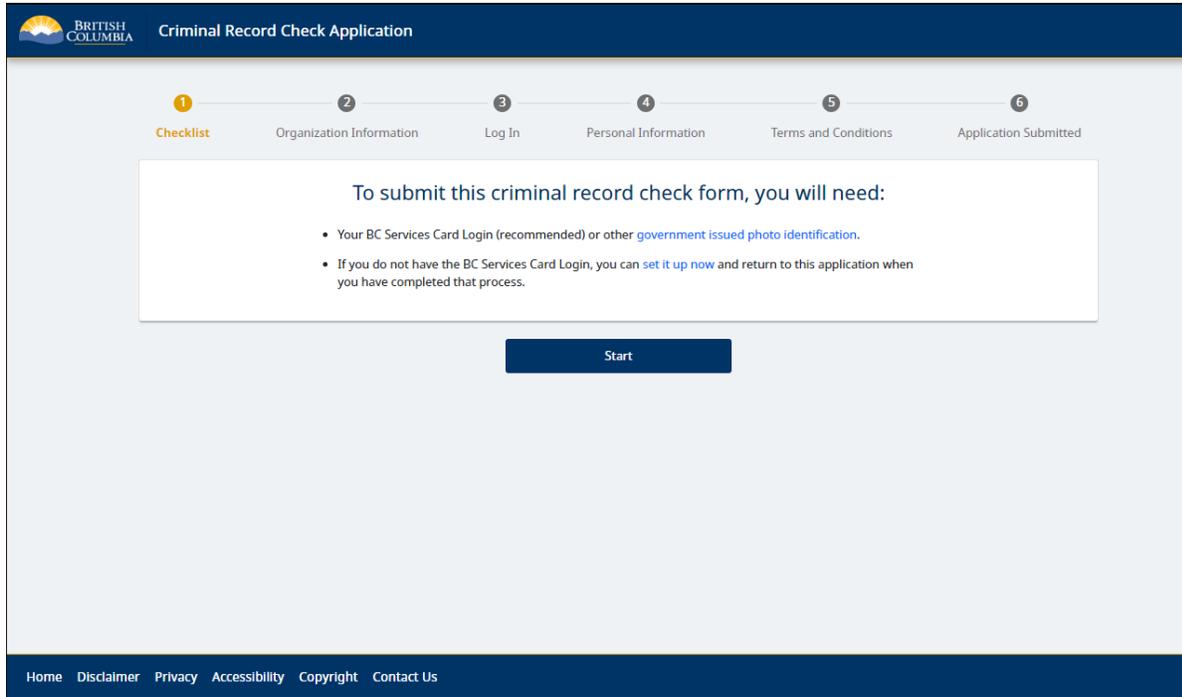
The online criminal record check form uses the [BC Services Card Login](#) to verify an applicant's identity. The BC Services Card Login is a secure and easy way to prove who a person is when they are accessing [government services online](#).

If the applicant chooses not to use their BC Services Card Login, the organization is responsible for completing the identity verification process.

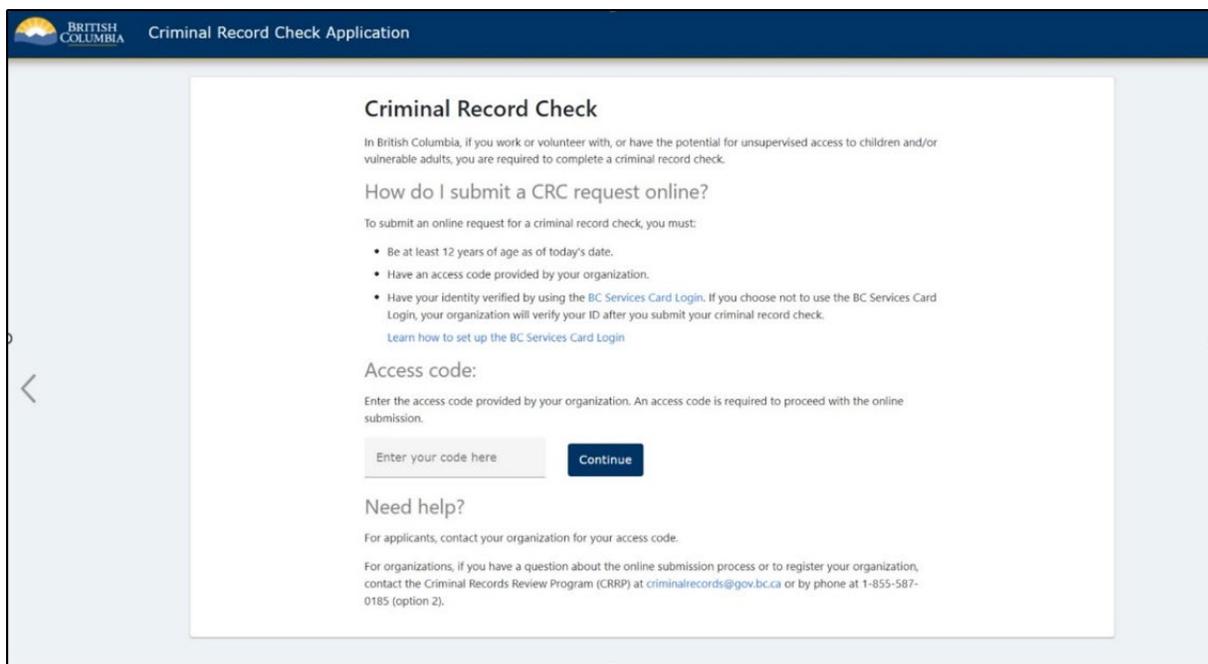
[Learn how to set up the BC Services Card Login.](#)

Criminal Record Check

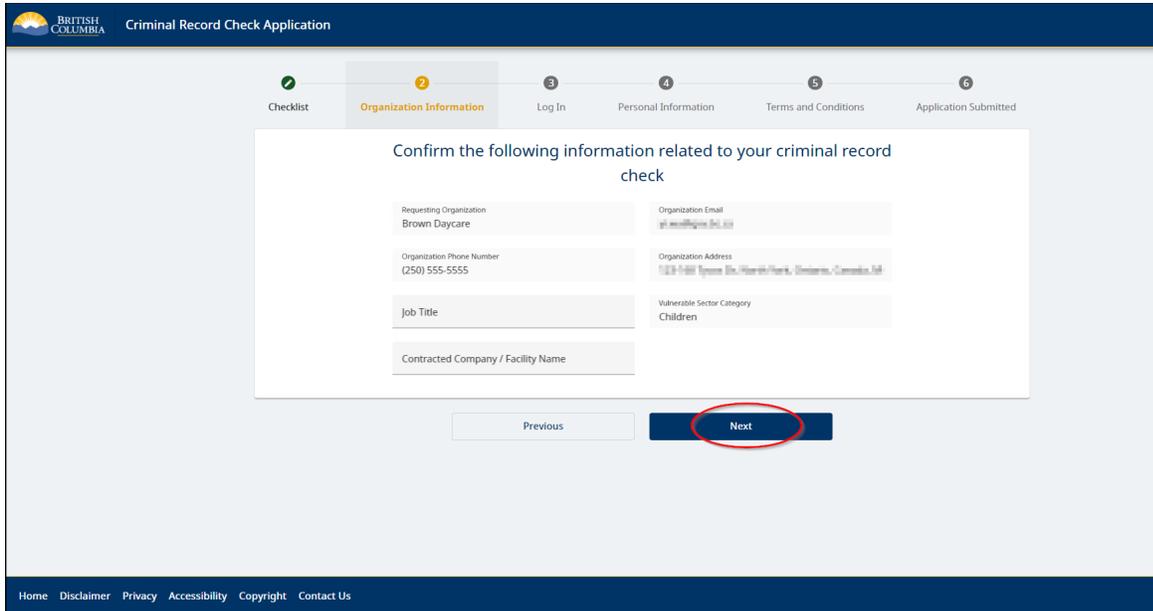
Click the link directly in the email invite to access the online criminal record check form.



Or enter the unique access code provided by the organization. Select the **Continue** button.

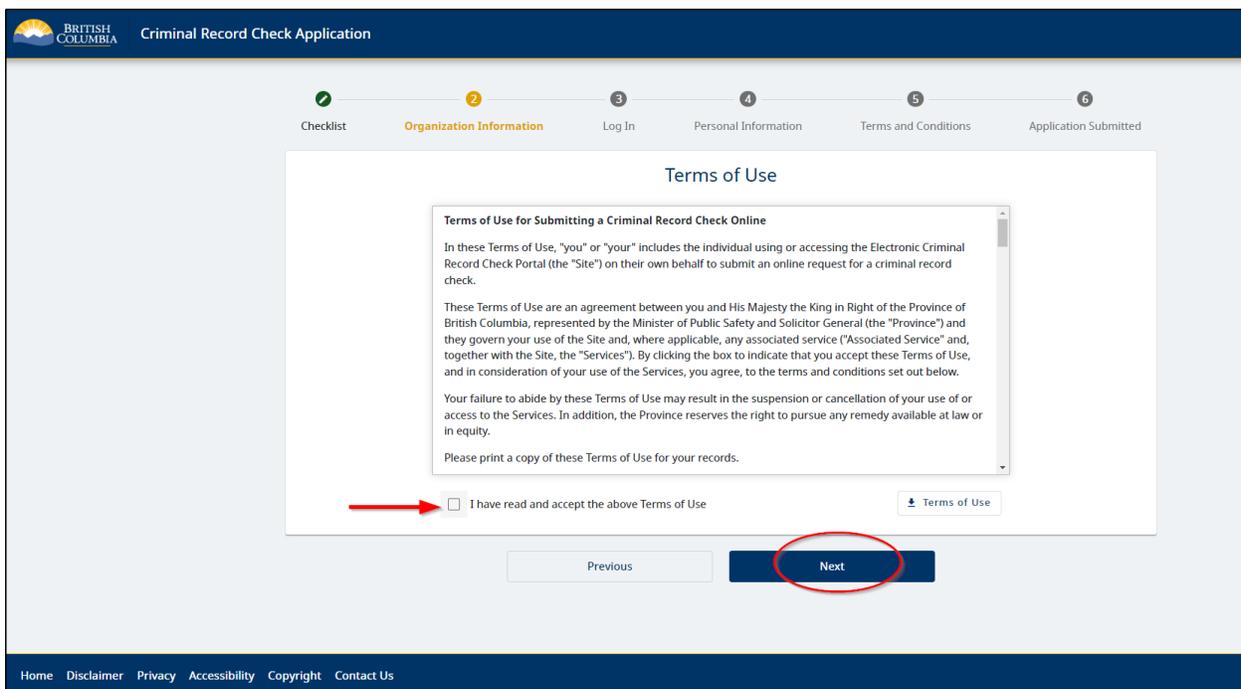


The Organization Information will display for review. Enter in Contracted Company / Facility Name if applicable. Select **Next**.



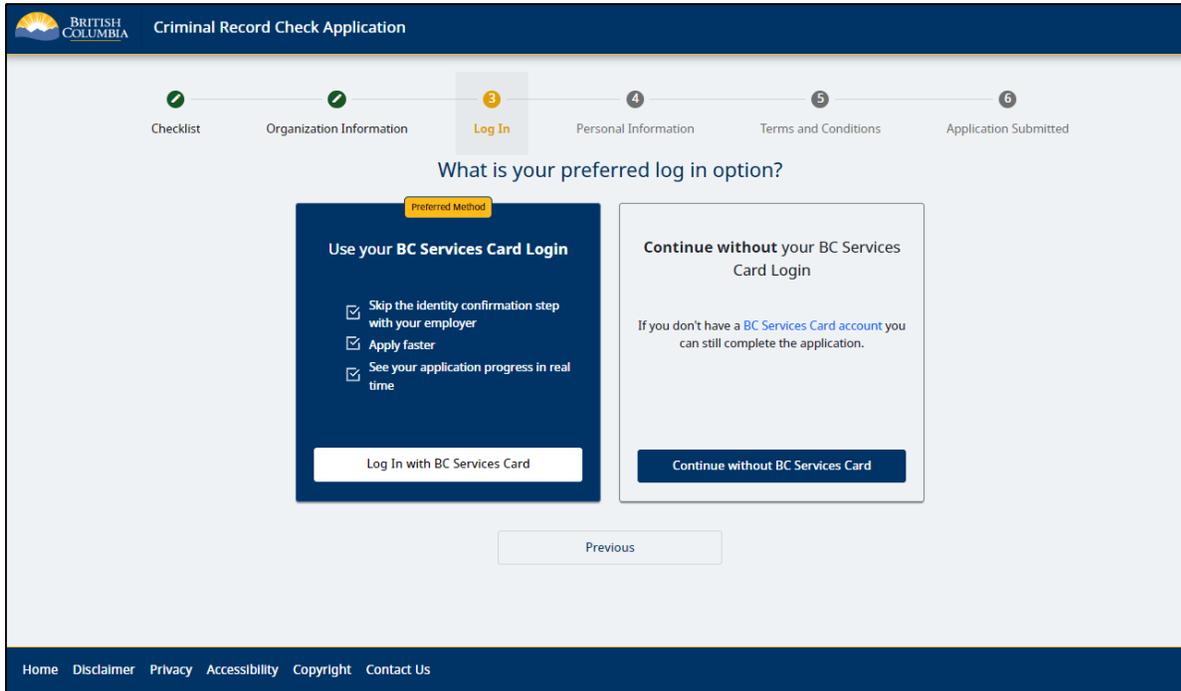
The screenshot shows the 'Criminal Record Check Application' interface. At the top, a progress bar indicates six steps: Checklist (1), Organization Information (2), Log In (3), Personal Information (4), Terms and Conditions (5), and Application Submitted (6). Step 2 is active. The main content area is titled 'Confirm the following information related to your criminal record check'. It contains several input fields: 'Requesting Organization' (filled with 'Brown Daycare'), 'Organization Email' (filled with 'info@browndaycare.com'), 'Organization Phone Number (250) 555-5555', 'Organization Address' (filled with '123-4567 Avenue St./North/Vancouver, British Columbia, BC'), 'Job Title', 'Vulnerable Sector Category' (filled with 'Children'), and 'Contracted Company / Facility Name'. At the bottom of the form are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red circle. A footer bar contains links for Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.

Acknowledge that the Terms of Use have been reviewed by scrolling to the bottom and selecting the check box. Select **Next** to proceed.



The screenshot shows the 'Criminal Record Check Application' interface at Step 5: Terms and Conditions. The progress bar at the top shows steps 1 through 6, with step 5 being the current step. The main content area is titled 'Terms of Use'. It features a scrollable text box containing the following text: 'Terms of Use for Submitting a Criminal Record Check Online', '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 His Majesty the King 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.', and 'Please print a copy of these Terms of Use for your records.' Below the text box is a checkbox with the text 'I have read and accept the above Terms of Use'. A red arrow points to this checkbox. To the right of the checkbox is a 'Terms of Use' button with a download icon. At the bottom of the form are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red circle. A footer bar contains links for Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.

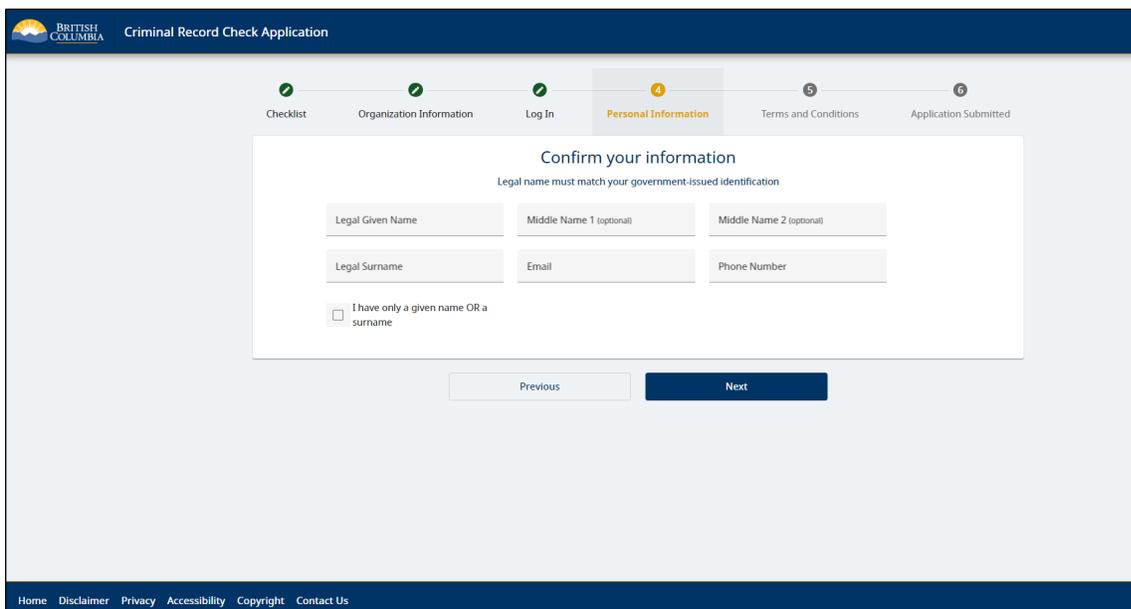
Choose a method to access the online criminal record check.



The screenshot shows the 'Criminal Record Check Application' interface. A progress bar at the top indicates the current step is '3 Log In', with previous steps 'Checklist', 'Organization Information', and 'Log In' marked as complete. The main heading is 'What is your preferred log in option?'. There are two main options: 'Use your BC Services Card Login' (marked as 'Preferred Method') and 'Continue without your BC Services Card Login'. The 'Use your BC Services Card Login' option includes a list of benefits: 'Skip the identity confirmation step with your employer', 'Apply faster', and 'See your application progress in real time'. Below this list is a 'Log In with BC Services Card' button. The 'Continue without your BC Services Card Login' option includes the text 'If you don't have a BC Services Card account you can still complete the application.' and a 'Continue without BC Services Card' button. A 'Previous' button is located at the bottom center. The footer contains links for 'Home', 'Disclaimer', 'Privacy', 'Accessibility', 'Copyright', and 'Contact Us'.

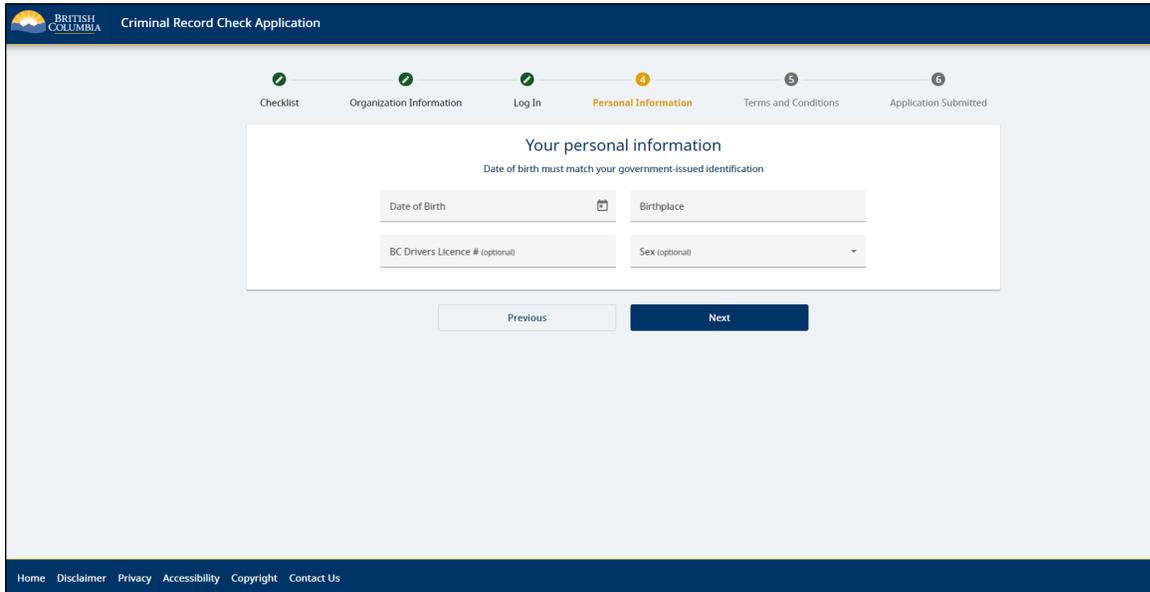
If selecting to use the **BC Services Card Login**, you will be directed to the BC Services Card website to log into the criminal record check service. After successful login, you will be redirected back to the criminal record check form. Some fields will pre-populate with information retrieved from your BC Services Card.

Enter the requested fields. Select **Next**.



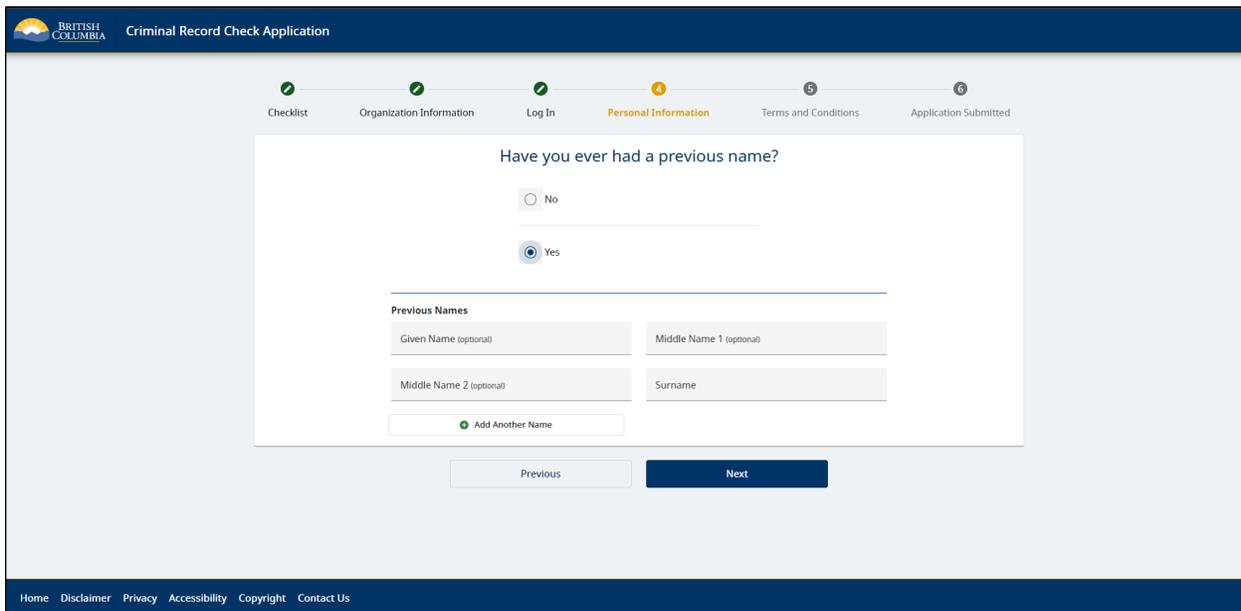
The screenshot shows the 'Criminal Record Check Application' interface at the 'Personal Information' step. The progress bar at the top indicates the current step is '4 Personal Information', with previous steps 'Checklist', 'Organization Information', and 'Log In' marked as complete. The main heading is 'Confirm your information'. Below the heading is the instruction 'Legal name must match your government-issued identification'. There are six input fields: 'Legal Given Name', 'Middle Name 1 (optional)', 'Middle Name 2 (optional)', 'Legal Surname', 'Email', and 'Phone Number'. Below these fields is a checkbox labeled 'I have only a given name OR a surname'. At the bottom are 'Previous' and 'Next' buttons. The footer contains links for 'Home', 'Disclaimer', 'Privacy', 'Accessibility', 'Copyright', and 'Contact Us'.

Enter the requested fields. Select **Next**.



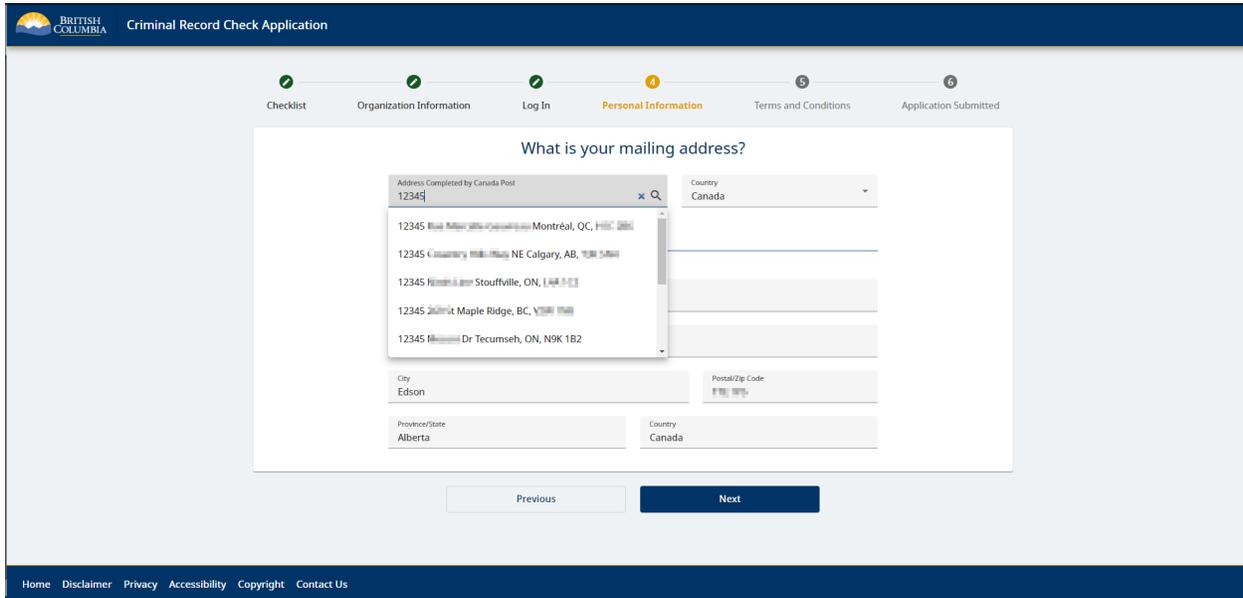
The screenshot shows the 'Criminal Record Check Application' interface. At the top, a progress bar indicates six steps: Checklist, Organization Information, Log In, Personal Information (highlighted in orange), Terms and Conditions, and Application Submitted. The main content area is titled 'Your personal information' and includes a note: 'Date of birth must match your government-issued identification'. Below this are four input fields: 'Date of Birth' (with a calendar icon), 'Birthplace', 'BC Drivers Licence # (optional)', and 'Sex (optional)'. At the bottom of the form are 'Previous' and 'Next' buttons. A footer contains links for Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.

Enter alias information if applicable. Select **Next** to proceed.



This screenshot shows the same application interface as above, but with the 'Personal Information' step expanded to include a question: 'Have you ever had a previous name?'. There are two radio button options: 'No' and 'Yes', with 'Yes' selected. Below the question is a section titled 'Previous Names' containing four input fields: 'Given Name (optional)', 'Middle Name 1 (optional)', 'Middle Name 2 (optional)', and 'Surname'. There is also an 'Add Another Name' button with a plus icon. 'Previous' and 'Next' buttons are at the bottom. The footer is identical to the previous screenshot.

Enter in your address. Select the **Next** button.



BRITISH COLUMBIA Criminal Record Check Application

Checklist Organization Information Log In **Personal Information** Terms and Conditions Application Submitted

What is your mailing address?

Address Completed by Canada Post
12345

Country: Canada

12345 Montréal, QC

12345 NE Calgary, AB

12345 Stouffville, ON

12345 Maple Ridge, BC

12345 Dr Tecumseh, ON, N9K 1B2

City: Edson

Postal/Zip Code:

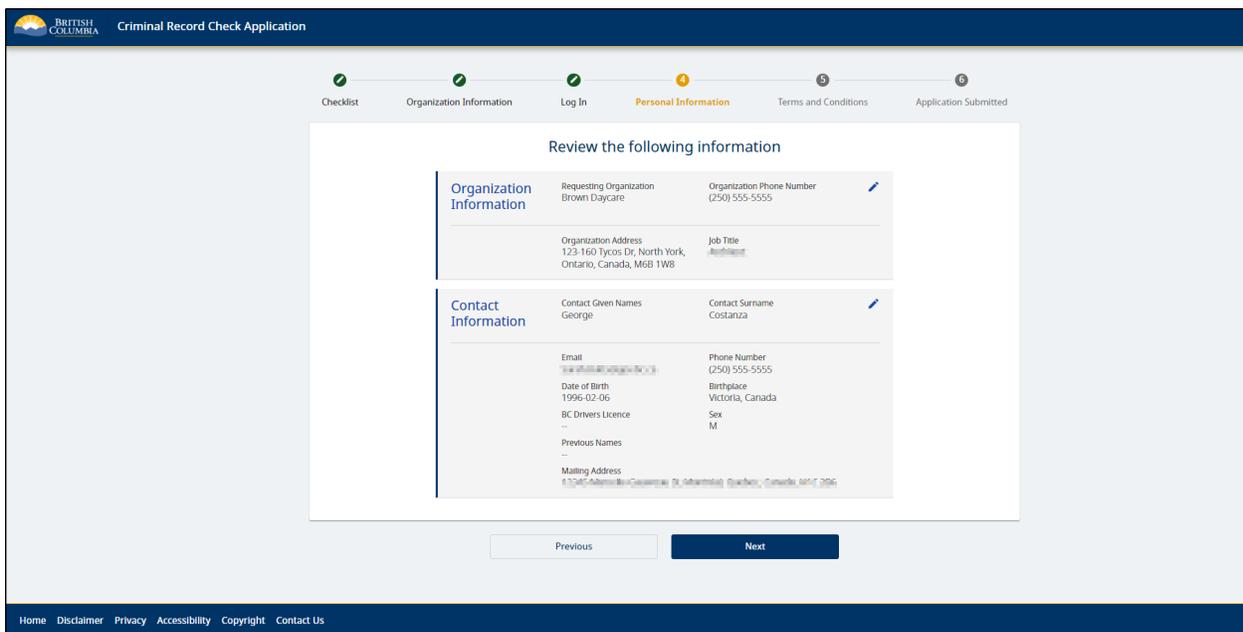
Province/State: Alberta

Country: Canada

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Home Disclaimer Privacy Accessibility Copyright Contact Us

Review and confirm the information entered in the criminal record check form.



BRITISH COLUMBIA Criminal Record Check Application

Checklist Organization Information Log In **Personal Information** Terms and Conditions Application Submitted

Review the following information

Organization Information

Requesting Organization: Brown Daycare

Organization Phone Number: (250) 555-5555

Organization Address: 123-160 Lycos Dr, North York, Ontario, Canada, M6B 1W8

Job Title:

Contact Information

Contact Given Names: George

Contact Surname: Costanza

Email:

Phone Number: (250) 555-5555

Date of Birth: 1996-02-06

Birthplace: Victoria, Canada

BC Drivers Licence:

Sex: M

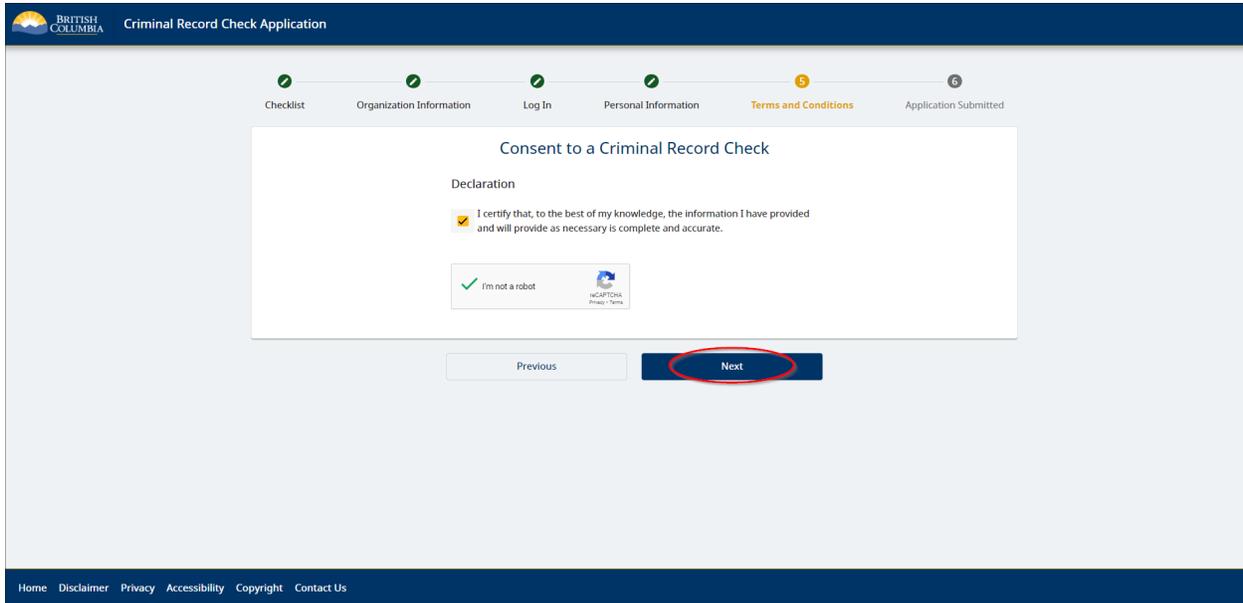
Previous Names:

Mailing Address:

Previous Next

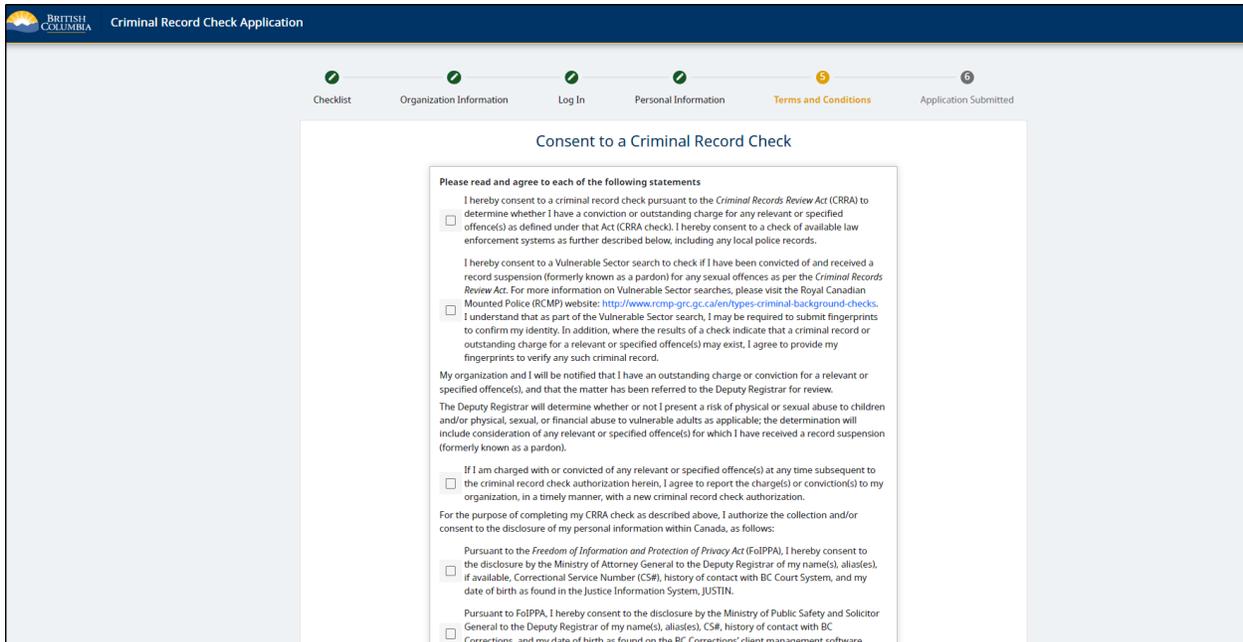
Home Disclaimer Privacy Accessibility Copyright Contact Us

Certify that the information provided is complete and accurate. Verify the CAPTCHA and select **Next**.



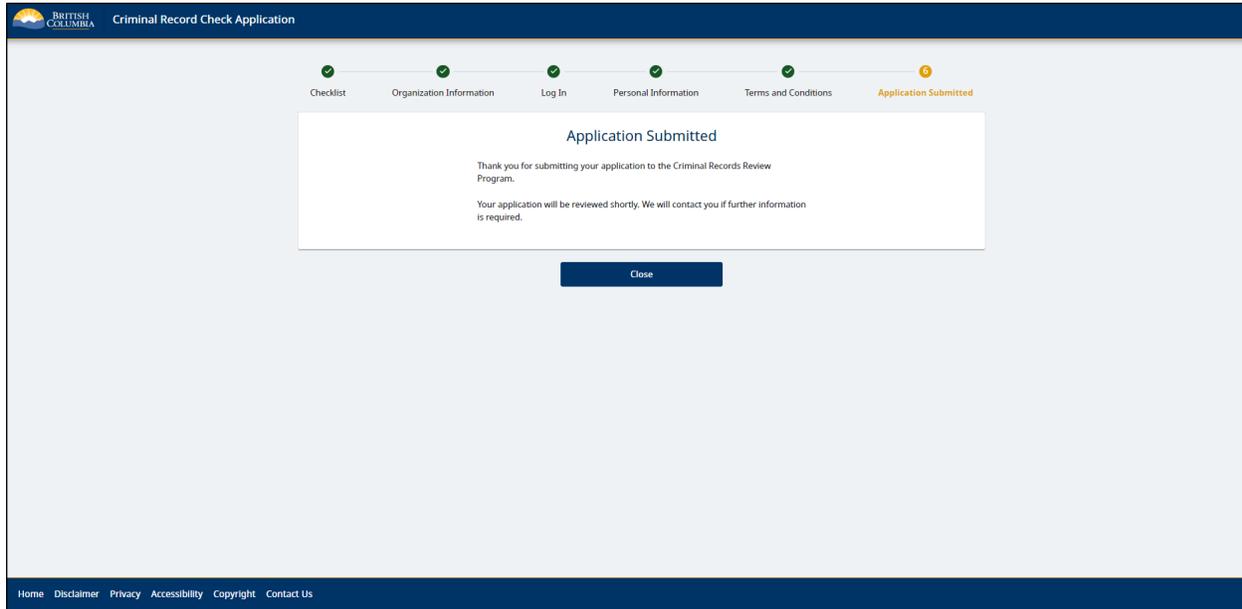
The screenshot shows the 'Criminal Record Check Application' interface. At the top, a progress bar indicates the current step is 'Terms and Conditions' (5), with previous steps 'Checklist', 'Organization Information', 'Log In', and 'Personal Information' completed. The main content area is titled 'Consent to a Criminal Record Check' and contains a 'Declaration' section with a checked checkbox: 'I certify that, to the best of my knowledge, the information I have provided and will provide as necessary is complete and accurate.' Below this is a CAPTCHA verification area with a green checkmark and the text 'I'm not a robot'. At the bottom of the form, there are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red circle. The footer contains links for 'Home', 'Disclaimer', 'Privacy', 'Accessibility', 'Copyright', and 'Contact Us'.

Tick each checkbox to consent to the criminal record check, digitally sign, and **Submit**.



The screenshot shows the 'Criminal Record Check Application' interface, similar to the previous one, but with a detailed list of terms and conditions. The progress bar is the same. The main content area is titled 'Consent to a Criminal Record Check' and contains a section titled 'Please read and agree to each of the following statements'. This section includes several paragraphs of text and checkboxes for consent. The first checkbox is checked, while the others are unchecked. The text includes references to the 'Criminal Records Review Act (CRRA)', 'Vulnerable Sector search', and 'Freedom of Information and Protection of Privacy Act (FolPPA)'. The footer is the same as in the previous screenshot.

If payment is required, you will be redirected to the payment site. If you are not responsible for the payment, the **Application Submitted** page will display. An email confirmation will be sent to the email on file.



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 an eligible clearance exists in the system, the applicant will be provided the option to share their previous check.

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.*

If the applicant chooses to share their previous criminal record check, they will be directed to a page where they will be required to Consent to Share a Criminal Record Check.

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. – 4:30 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