

Criminal Record Check Manual Application and Renewal Process

The provincial Criminal Record Review Program (CRRP) has made changes to the Criminal Record Check Application and 5 year renewal process that affect all licensees and new applicants.

There are now two options available for applying for a Criminal Record Check (CRC).

1. **Manual Criminal Record Check Process (for those not using the online process)**
2. Online Electronic Process (see accompanying Fraser Health Bulletin “Online Application and Renewal Process”)



Manual Criminal Record Check Process

Manual Application Process

Applicants must complete the **Consent to a Criminal Record Check form** and have their ID verified. The form is then emailed to the Criminal Record Review Program (CRRP). Results will be sent directly to the employer.

Application Forms

Criminal Consent Forms are available from the employer or Fraser Health, depending on who is responsible for verifying the ID.

Who is responsible for verifying each applicant’s identification?

- **Group Child Care Facilities and Multi-Age Facilities:** The employer is responsible to verify the ID of each employee/volunteer in person to confirm their identity and to ensure the information presented on their consent form is consistent with their ID.

Note: If the Licensee and Manager are the same person Fraser Health Licensing is responsible for verifying the ID (refer to page 2 for instructions).

- **Family and In-Home Multi-Age Programs:** Fraser Health is responsible for verifying the ID of the licensee and any person 12 years and older living in the home. This verification must be completed in person at the local Licensing Office (refer to page 2 for instructions).

Can individuals share their Criminal Record Check with other organizations?

Yes, employees and volunteers may share the results of completed CRC’s with other organizations registered with the Criminal Record Review program. If both organizations are registered for the online process, the employee may complete the online sharing form. Otherwise, the paper sharing form would need to be completed, verified by the employer, and sent to the CRRP.

ID Verification and consent to a Criminal Record Check process

1. **Applicants/Licensees** using the manual process must make an appointment with the Licensing clerical staff to complete the Criminal Record Check process.

At this time the applicant must complete (a) their CRC consent forms and provide (b) ID for verification. Any family members over the age of twelve, and/or tenants living in the home of a Family / In-Home Multi-Age Facility are required to appear in person at the Licensing office to complete forms and have their ID verified. Once ID has been verified, Licensing will forward the consent forms to the CRRP for processing.

ID Verification: Two (2) pieces of ID are required for each applicant. At least (1) must be a form of Primary ID.

- **Primary ID:** Government issued ID e.g. Driver’s License, Passport, BC Identification Card, Canadian Citizenship Card, Permanent Resident Card, Canadian Birth Certificate, etc.
- **Secondary ID:** School ID, Bank Card or Credit Card (with applicant’s name), Picture Employee ID Card, Foreign Birth Certificate, etc.

2. **Payment:** The Criminal Records Review Program will contact the applicant regarding payment once their application has been processed. A link will be sent to the email address provided on the **Consent to a Criminal Record Check** form and payment by credit card will be processed at that time. The **email for payment must be applicants own personal email.**

Adult +19	\$28
Child (12 to 18 years)	Free
Volunteer	Free
Sharing Criminal Record Check	Free

Licensing Offices

To contact the local licensing office by phone, please call
Population Public Health Central Call Centre at:

604-587-3936

And request to be connected to your local Community Care Facilities Licensing Office.

Further Information

For further information on free Criminal Record Checks for volunteers and to find out how substitute staff can share their Criminal Record Check between organizations, refer to the CRC website at: <https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/volunteer-organizations>