

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



Online Electronic Application Process

Online Electronic Process

The online process can be used for Criminal Record Check applications and renewals and will shorten the wait time for CRC results. Applicants using the online process will go through an Electronic Identity Verification (EIV) process. Those who are unable to use this process will be requested to complete the manual application form and verify their identification through the Licensing office or their employer. To determine who is able to use this process please review the requirements outlined on the online form.

Who can process their Criminal Record Check using the online service?

- **Group Child Care Facilities and Multi-Age Facilities:** The licensee must register as “an organization” for this new service. Once registration is confirmed by the CRRP, the licensee will be sent a unique web link and access code. After receiving the web link and access code, they can have their employees begin using the online process. CRC results will be emailed directly to the licensee.
- **If the Licensee and Manager are the same person:** The licensee/manager would contact their Licensing office or Licensing Officer to obtain Fraser Health’s access code and complete the online form at: <https://justice.gov.bc.ca/eCRC/>. The Fraser Health Community Care Facilities Licensing Program is responsible for verifying the identification of the licensee/manager.
- **Family Child Care and In-Home Multi-Age Programs:** The licensee and/or applicant would contact their Licensing office or Licensing Officer to obtain their access code and complete the online form at: <https://justice.gov.bc.ca/eCRC/>. This includes family members or others residing in the home over 12 years of age. The Fraser Health Community Care Facilities Licensing Program is considered the registered organization for these service types.

Criminal Record Check results will be emailed directly to the local Licensing office and placed on the facility file. A copy will then be mailed to the licensee.

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.

How much does the online Criminal Record Check cost?

The processing fee is payable by credit card when completing the online process.

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>