VELA
CRIMINAL RECORD CHECK SUBMISSION INFORMATION
For Microboards and Individualized Funding Agents

After you are set up as an employer in the CRRP system, you will then be able to start using the online system to process Criminal Record Checks (CRCs) for your staff.

CRCs can be submitted*
- by the applicant:
    - using the Applicant-Based Online Service (eCRC).
- by the employer:
    - online using the Organization-Based Online Service (BCeID); or

> *Note: The Organization-Based process is only available to employers who submit more than 10 CRCs per month, so is not an option for most Microboards or IF Agents. The eCRC process is the recommended option for small employers such as Microboards and IF Agents, and is simpler and quicker than creating and submitting CRCs using the manual paper-based process. If you do use the manual paper-based forms, you will be given a pre-populated form from the PSSG with your account information - you will need to photocopy these forms to give to potential staff as needed.

Submission Via Applicant-Based Online Service (eCRC):

1. You must register for the eCRC service if you did not select this option when submitting your enrolment through the Organization Account Information Update Process.

2. Once an organization receives confirmation of their registration in the eCRC online service, a specific access code will be issued to the organization. This code enables access to the online service portal where the applicant will complete their form. The code never expires and also allows for the sharing of criminal record check results where applicable. This code must not be posted publicly. If you would like to change your code you can do so at any time upon the request of the organization.

> NOTE: To share CRCs with other agencies, information can be found at
> https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/sharing-results

3. The applicant will need to complete Electronic Identity Verification (EIV) process to verify their identity. The CRRP is now accepting the BC Services Card as EIV. After

applicants have entered your organization's access code, they will have the option to "Login with a BC Services Card" to apply and consent to a criminal record check. Their BC Services Card must be activated to use this online service. Information on this can be found here: https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/electronic-identity-verification-eiv

4. For detailed submission information, please see the eCRC Online Service Walk-through Guide.