



CRIMINAL RECORD CHECK INFORMATION

In British Columbia, anyone working with and/or left alone with children or vulnerable adults, including respite caregivers and volunteers, must complete a vulnerable sector criminal record check (CRC). With the exception of people who do not meet the [Criminal Record Review Act's](#) (CRRRA) definition of employer, these CRCs must be completed via the Ministry of Public Safety and Solicitor General's Criminal Records Review Program (CRRP), which is governed by the CRRRA. There is a \$28 fee to complete a CRC via the CRRP for employees - for volunteers there is no charge.

If the employee(s) also work part-time for other agencies, they likely would have been required to have a CRC done. Current CRC's (done within the last 5 years) can be shared amongst employers, under certain conditions, for no cost.

You can find more information about the CRC here:

<https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check>

Enrollment in the Criminal Record Review Program:

The first step in the criminal record check process is for each employer (that meets the CRRRA's definition) to register with the CRRP.

After submitting your registration, the CRRP will confirm your enrolment via email and then you will be able to move on to submission of CRCs which can be done:

- by the applicant:
 - online using the Applicant-Based Online Service
- by the employer:
 - online using the Organization-Based Online Service or manually via paper based consent forms;

Instructions for how to complete the CRRP process for staff can be found at the following link by clicking the "Start New Criminal Record Check" button:

<https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/organizations/screen>

For more detailed information about criminal record checks, how to complete the organization registration process, and for how to submit criminal record checks via the Online Service methods, please refer to the additional information documents on each of these topics located in the resource section of Vela's website and/or by contacting the CRRP.