



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 PSSG 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, if the employer is registered with the CRRP (Criminal Records Review Program) and enrolls in the Applicant-Based eCRC system using the BC Service Card.

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.

Step by step instructions for how to complete the CRRP process for staff can be found at the following link by clicking the "Register an account to screen employees" button:

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

After submitting your registration, the CRRP will confirm your enrolment in writing 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 (eCRC) or manually using paper based consent forms
- by the employer (this method is only available if you submit more than 10 CRCs per month, so will not be an option for most Microboards or IF Agents):
 - online using the Organization-Based Online Service (BCeID) or manually via paper based consent forms;

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.