VELA
CRIMINAL RECORD CHECK SUBMISSION INFORMATION
For Microboards, Person Centred Societies, and Individualized Funding Agents

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

Applicants will still submit their criminal record checks online using the link and access code that was sent to you by the CRRP when you created your account.

For general information about screening applicants you can visit this link: https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/organizations/screen

For general information about applying for a criminal record check you can visit this link: https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/applicants/apply

Submission Via the Online Platform:

1. Once you receive confirmation of your account registration, a specific access code will be issued to you as the organization. This code enables access to the online platform where the applicant will complete their criminal record check request. The access code never expires and also allows for the sharing of criminal record check results when applicable. This code must not be posted publicly. If you would like to change your code you can contact the CRRP.

   > **Note:** If your staff has an existing CRC, you may be able to "share" their existing check. To share CRCs with other agencies, information can be found at https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/organizations/screen/sharing-request

2. Applicants will go to this link and enter your unique access code: https://justice.gov.bc.ca/screening/crrpa/org-access

3. After applicants have entered your organization's access code, they will complete the step-by-step application online by entering their information,

verifying their identity, and completing the submission. Applicants can verify their identity using their BC Services card, or if they don't have a BC Services card, they must provide you with two pieces of ID: https://www2.gov.bc.ca/gov/content/governments/government-id/bcservicescardapp/id

Note: The full applicant guide for completing a criminal record check can be downloaded here: https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/criminal-record-check/crc_applicant_user_guide.pdf or can be viewed on a YouTube video here: https://www.youtube.com/watch?v=RP58Vipb-hI

4. Your CRRP account will be set up either for you or for your applicants to pay the fee for criminal record checks, depending which option you chose when creating your account. Whoever is responsible for payment for the CRC will receive an email from the CRRP within 24 hours with a link to pay for the criminal record check before it can be processed. The current accepted method of payment is Visa/MasterCard Debit.

5. Once the criminal record check has been submitted and paid for, it will be processed by the CRRP, and the results will be emailed to you. You must not share the results with applicants.

Manual Submissions:

In cases where an applicant cannot access a computer or mobile device and is unable to submit their application online, a manual option is available as a last resort.

1. The authorized contact will need to request a manual consent form from the CRRP, providing the applicant's full name and date of birth.

2. The CRRP will provide a one-time use consent form

3. The authorized contact provides the form to the applicant to complete and sign.

4. Once signed, the authorized contact will verify the applicant's ID to confirm their identity and ensure that the information provided on the consent form is accurate.

5. The authorized contact will send the form to the CRRP for manual data entry.

This process is not automated, so will result in longer wait times than using the online options for processing.

Useful documents:

- *Organization Orientation Package – WITH online platform access*: If you have a Business BCeID, you will have full access to the online platform. https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/criminal-record-check/org_reg_package_authenticated.pdf

- *Organization Orientation Package – WITHOUT online platform access*: If you do not have a Business BCeID you have only partial access platform. https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/criminal-record-check/org_reg_package_unauthenticated.pdf