

Dear Applicant:

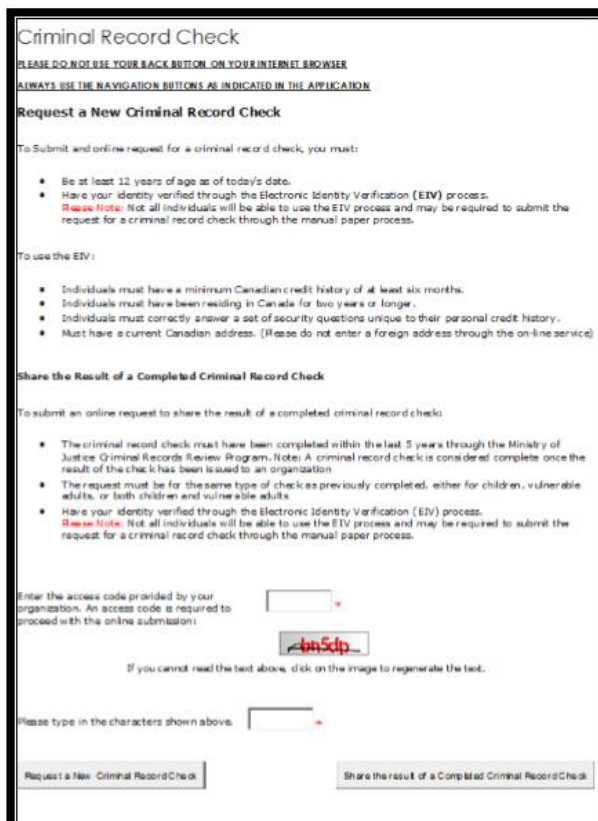
All volunteers with Mission Public Schools are required to complete a Vulnerable Criminal Record Check through the Criminal Records Review Program (CRRP). These CRC's are effective for 5 years and there is no cost associated with the check.

*In accordance with the Criminal Records Review Act, Applicants for volunteering, section 24.4:  
(1) Before working with children or working with vulnerable adults as a volunteer with a registered specified organization, an individual must provide to the registered specified organization a criminal record check authorization or a criminal record check verification authorization, as applicable.*

Please visit the link below to complete your CRC. The access code is also required when proceeding with the online submission. In order to assist in successful completion, please ensure you read the guide below and have all your documents ready before clicking on the link.

Online Link: <https://justice.gov.bc.ca/eCRC/>  
Access Code: **HBQJCL7GSA**

Once you type in the link, the screen below will be displayed:



The screenshot shows the 'Criminal Record Check' web application interface. It includes instructions to use navigation buttons, sections for requesting a new check and sharing results, eligibility requirements, and a CAPTCHA verification step.

**Criminal Record Check**

PLEASE DO NOT USE YOUR BACK BUTTON ON YOUR INTERNET BROWSER  
ALWAYS USE THE NAVIGATION BUTTONS AS INDICATED IN THE APPLICATION

**Request a New Criminal Record Check**

To submit and online request for a criminal record check, you must:

- Be at least 12 years of age as of today's date.
- Have your identity verified through the Electronic Identity Verification (EIV) process.  
**Issue Note:** Not all individuals will be able to use the EIV process and may be required to submit the request for a criminal record check through the manual paper process.

To use the EIV:


- Individuals must have a minimum Canadian credit history of at least six months.
- Individuals must have been residing in Canada for two years or longer.
- Individuals must correctly answer a set of security questions unique to their personal credit history.
- Must have a current Canadian address. (Please do not enter a foreign address through the on-line service)

**Share the Result of a Completed Criminal Record Check**

To submit an online request to share the result of a completed criminal record check:

- The criminal record check must have been completed within the last 5 years through the Ministry of Justice Criminal Records Review Program. (Note: A criminal record check is considered complete once the result of the check has been issued to an organization)
- The request must be for the same type of check as previously completed, either for children, vulnerable adults, or both children and vulnerable adults.
- Have your identity verified through the Electronic Identity Verification (EIV) process.  
**Issue Note:** Not all individuals will be able to use the EIV process and may be required to submit the request for a criminal record check through the manual paper process.

Enter the access code provided by your organization. An access code is required to proceed with the online submission:



If you cannot read the text above, click on the image to regenerate the text.

Please type in the characters shown above.

Enter in the access code that was provided above. Then enter the characters shown in the image. Once this is complete, select “Request for a New Criminal Record Check”.

**Important note: Please do not use the back buttons on your browser.**

After selecting “Request for a New Criminal Record Check”, the organization information will be displayed:

Once you have confirmed the organization information displayed is the organization for which you wish to complete the criminal record check, select “Next”.

The screenshot shows a web page titled "Criminal Record Check" with a navigation menu on the left. The main content area is divided into two columns. The left column contains a list of links: "Who Must Have a Criminal Record Check Under the Criminal Records Review Act", "Offences Reviewed Under the Act", "Organization and Applicant Responsibilities", "Apply for a Criminal Record Check - Application Form, Schedule Types and Payment", "Application Processing Policies", "Criminal Record Check Results, Reconsiderations and Appeals", and "Resources" (with sub-links for "Legislation and Resources", "About Us", and "Contact Us"). The right column is titled "Criminal Record Check" and contains "Organization Information" for "BARCS DE TORONTO". The information includes: Organization Name: BARCS DE TORONTO; Address Line 1: 1-1070 GARDNER STREET; City: LANSLEY; Province: BRITISH COLUMBIA; Country: CANADA; Postal Code: V5A 4C2; Role: EMPLOYEE. Below this information is a disclaimer: "If the information above does not appear to match the organization that has requested that a criminal record check be completed, please do not proceed and contact the organization that has requested the criminal record check." There is also a note for volunteers: "For volunteers completing a request for a criminal record check, no payment is required. For all other applicants, a fee payable by credit card (Visa, MasterCard or AMEX) is required. Please have your credit card information ready." A final note states: "Once the criminal record check is complete, the organization listed above will receive the results. By selecting Next, you are consenting to have your information released to the organization." At the bottom of the page are two buttons: "Cancel" and "Next".

The screenshot shows a web page titled "Consent Information" with a navigation menu on the left. The main content area contains several sections. The first section is "Consent to a Criminal Record Check" with three bullet points: "I hereby consent to a check for records of criminal convictions to determine whether I have a conviction or outstanding charge for any relevant or specified offences under the Criminal Records Review Act"; "I hereby authorize the release to the Deputy Registrar any documents in the custody of the police, the court and crown counsel relating to an outstanding charge or conviction of any relevant or specified offence as defined under the Criminal Records Review Act"; and "Where the results of this check indicate that a criminal record or outstanding charge for a relevant or specified offence may exist, I agree to provide my fingerprints to verify any such criminal record." The second section is "The Deputy Registrar will notify me and my organization that I have an outstanding charge or conviction for any relevant or specified offence(s) and the matter has been referred to the Deputy Registrar;". The third section is "The Deputy Registrar will determine whether or not I present a risk of physical or sexual abuse to children and/or physical, sexual or financial abuse to vulnerable adults as applicable." The fourth section is "The Deputy Registrar's determination will be disclosed to my organization and it will include consideration of any relevant or specified offence for which I have received a pardon;". The fifth section is "If I am charged with or convicted of a relevant or specified offence at any time subsequent to the criminal record check authorized herein, I further agree to report the charge or conviction to my organization and provide my organization, in a timely manner, with consent to conduct a Criminal Record Check form." Below these sections are two consent questions: "I have read and understand the above:  Yes  No" and "Consent to Release Personal Information: I hereby consent to the release of my personal information to Equifax for the confirmation of the personal information I have entered in this form. I have read and understand the above:  Yes  No". At the bottom of the page is a "FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPPA)" notice: "FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPPA): The information requested on this form is collected under the authority of the Criminal Records Review Act section 4(1) and section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA). The information provided will be used to fulfil the requirements of the Criminal Records Review Act for the release of criminal records information and is in compliance with the FOIPPA. If you have any questions about the collection of your personal information, please contact the Policy Analyst, Criminal Records Review Program, PO Box 9217 Stn Prov Govt, Victoria, BC V8V 9T1 or by phone at: (250) 387-2896." At the bottom of the page are two buttons: "Cancel" and "Next".

This page contains the consent information. You must select “Yes” in both places indicated on this screen to give your consent to do the criminal record check and to give your consent to releasing personal information to Equifax for the purpose of confirming your identity only. The Equifax service is called EIV (electronic identify verification).

Select “Next” to proceed.

**Criminal Record Check**

*All fields marked with a red asterisk (\*) are required.*

**Applicant Information**

Name: [Text Field] \*  
 First Name: [Text Field] \*  
 Middle Name: [Text Field] \*  
 Date of Birth: (YYYYMMDD) [Text Field] \*  
 Gender: [Radio Buttons] \*  
 Driver's License: (Current or Expired) [Text Field] \*  
 Driver's License Province of Issue: [Dropdown Menu] \*  
 Applicant's Profession/Job Title: [Text Field] \*  
 Category of Offense: [Dropdown Menu] \*  
 Other Records Check (By under name left side in previous applications)

**Records**

Records: [List of checkboxes]

Please accurately and truthfully complete the applicant information on the data entry form.

All mandatory fields are marked with a red asterisk (\*).

Note: Please provide your valid or expired driver's license number if you have one as this may assist in expediting the criminal record check process.

Check over the information you have entered for accuracy. Make any corrections that are necessary. If for any reason you wish to cancel the request for criminal record check, you may select the Cancel button.

To proceed, select "Next".

**Contact Information** (If more than 1 current address in last 24 months, please include at least 1 previous address)

**Current Address**

Mailing Address: [Text Field] \*  
 City: [Text Field] \*  
 Country: [Dropdown Menu] \*  
 Province: [Dropdown Menu] \*  
 Postal Code: (XXXX XXX) [Text Field] \*  
 Time at Address: (Months) [Text Field] \*  
 Contact Phone n: (xxx-xxx-xxxx) [Text Field] \*

**Previous Address Information**

Mailing Address: [Text Field]  
 City: [Text Field]  
 Country: [Dropdown Menu]  
 Province: [Dropdown Menu]  
 Postal Code: (XXXX XXX) [Text Field]  
 Time at Address: (Months) [Text Field]

Mailing Address: [Text Field]  
 City: [Text Field]  
 Country: [Dropdown Menu]  
 Province: [Dropdown Menu]  
 Postal Code: (XXXX XXX) [Text Field]  
 Time at Address: (Months) [Text Field]

[Cancel] [Next]

This page will display all the information that you have entered. Please review carefully.

Criminal Record Check Home Page > Organization Details > Contact > Data Entry Form > Review Details

**Criminal Record Check**

**Applicant Information**

Surname:	TESTWERT
First Name:	WFFWFE
Middle Name:	
Date of Birth:	04/10/1972
Gender:	F
Birth Place (City, Province/State, Country):	WAGWWTG
Driver's License #: (United States):	SLD7414
Driver's License Province of Issue:	BRITISH COLUMBIA
Applicant's Fulltime/Id Title:	Senior
Category of Offense:	0462000

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**Other Names Used**  
(i.e. middle name, first name, or previous name(s))

Surname:	
First Name:	
Middle Name:	
Surname:	
First Name:	
Middle Name:	
Surname:	
First Name:	
Middle Name:	

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**Contact Information**

Mailing Address:	339 ALBERT ST W
City:	ABERDEEN
Country:	CANADA
Province:	ALBERTA
Postal Code (XXX #X#):	T4S 0R0
Time at Address (Months):	25

Select "Next" to proceed to identity verification (EIV).

Time at Address (Months): 25  
Contact Phone #: (XXX-XXX-XXXX) 416-221-0046

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**Previous Address Information**

Mailing Address:

City:

Country:

Province:

Postal Code (XXX #X#):

Time at Address (Months):

Mailing Address:

City:

Country:

Province:

Postal Code (XXX #X#):

Time at Address (Months):

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**Organization Information**

Organization Name:	BARRIS IN TOWNLAND
Address Line 1:	301 8VE
Address Line 2:	1-20799 EARLEIGH CREST
City:	LANGLEY
Province:	BRITISH COLUMBIA
Country:	CANADA
Postal Code:	V2R 4C3
Role:	EMPLOYEE

If any corrections are required to the information presented above, select the Back button below. Select Next to proceed with identity verification.

Back Cancel Next

This page will display identity verification questions (based on your Canadian credit history).

Questions will be written in a way that only you will know the answer.

Please answer all the questions to proceed.

The screenshot shows a web form titled "Criminal Record Check". It includes a table of contents on the left with sections like "Application Form", "Criminal Record Check", "Offences Reported Under the Act", "Organization and Applicant Responsibilities", "Apply for a Criminal Record Check", "Application Form, Schedule Terms and Payment", "Application Processing Policies", "Criminal Record Check Results, Recommendations and Appeal", "Resources", "Application and Release", "About Us", and "Contact Us". The main content area is titled "Criminal Record Check" and "Identity Verification Questions". It asks the user to select a credit provider for an account opened around September 2013. It then lists several phone numbers for verification, each with a "Correct: false" status. There are also questions about whether the user has ever been in the past six months of their phone numbers and if they have ever used a credit card.

If for some reason you are unable to complete the EIV portion of your application – this screen will appear.

It will list all the information you entered and prompt you to print off the page and submit your application manually.

Remember to sign and date the bottom of the form.

You are required to take this form to your associated school and have your ID checked manually. You must provide a primary ID (BC Driver's License, BC Services Card, Passport, etc.) and a secondary ID (Bank card, credit card, school identification card, etc.).

The screenshot shows a form titled "ID Verification - To be completed by the requesting Organization". It contains a certification statement: "I certify that I \_\_\_\_\_ have verified the applicant's Primary and Secondary ID as outlined in the CRRP ID Verification Requirements (for a complete list of acceptable ID and organization responsibilities, please visit <http://www.psqg.gov.bc.ca/criminal-records-review/responsibilities/index.htm>)". Below this are lines for "Signature:" and "Date:". The "Payment Information" section states that a \$28 fee payable by credit card (Visa or MasterCard) is required. It includes a link to an application for pre-authorized credit card usage. A list of consent terms follows, including: "I hereby consent to a check for records of criminal convictions to determine whether I have a conviction or outstanding charge for any relevant or specified offences under the Criminal Records Review Act"; "I hereby authorize the release to the Deputy Registrar any documents in the custody of the police, the court and crown counsel relating to an outstanding charge or conviction of any relevant or specified offence as defined under the Criminal Records Review Act"; "Where the results of this check indicate that a criminal record or outstanding charge for a relevant or specified offence may exist, I agree to provide my fingerprints to verify any such criminal record"; "The Deputy Registrar will notify me and my organization that I have an outstanding charge or conviction for any relevant or specified offence(s) and the matter has been referred to the Deputy Registrar"; "The Deputy Registrar will determine whether or not I present a risk of physical or sexual abuse to children and/or physical, sexual or financial abuse to vulnerable adults as applicable"; "The Deputy Registrar's determination will be disclosed to my organization and it will include consideration of any relevant or specified offence for which I have received a pardon"; and "If I am charged with or convicted of a relevant or specified offence at any time subsequent to the criminal record check authorized herein, I further agree to report the charge or conviction to my organization and provide my organization, in a timely manner, with consent to conduct a Criminal Record Check form." A "FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP/PA)" section explains that information is collected under the Criminal Records Review Act and the Freedom of Information and Protection of Privacy Act (FOIP/PA). It provides contact information for the Criminal Records Review Program: PO Box 9217 Stn Prov Govt, Victoria, BC V8V 9J1 or by phone at (250) 387-2896. At the bottom, there are lines for "Applicant Signature:" and "Date:".

If you successfully complete the online authorization, the CRC result will be sent directly to our HR department.

Please do not hesitate to contact me if you have any questions or concerns.

Yours truly,

A handwritten signature in black ink, appearing to read "J. Boutilier". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jane Boutilier, CPHR, SHRM-SCP  
Human Resources Manager  
Mission Public Schools  
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[Jane.boutilier@mpsd.ca](mailto:Jane.boutilier@mpsd.ca)