

Consent for Disclosure of Criminal Record Information



Where ideas work

PART 1 (To be completed by applicant/employee)

Surname		Given Name (1)		Given Name (2)	
Sex <input type="checkbox"/> F <input type="checkbox"/> M	Date of Birth (yyyy/mm/dd)	Gov't Employee ID (if current employee)	Driver's Licence No. (even if expired)	Phone Number (incl. area code)	Email Address
Address (no., street, apt.)		City	Province	Postal Code	Country
Place of Birth	Usual First Name or Alias		Maiden Name/Other Surnames		

Failure to accurately disclose the above information is grounds for disqualification from employment or dismissal in the event that the information is discovered after employment.

PERMISSION, WAIVER and RELEASE:

Pursuant to Section 8(1) of the Privacy Act of Canada, and Sections 32(b) and 33(2)(c) of the British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA), by my signature below I hereby consent to a check for records of criminal convictions, outstanding charges, and/or arrests. Other documents or information in the custody of the police, the court, corrections, or crown counsel may be accessed in order to assess any information found as a result of the criminal record check.

I authorize the release of this information to the Personnel Security Screening Office of the Ministry of Public Safety and Solicitor General for the purposes of determining my suitability for a position in the BC Public Service. I understand that my consent will be retained on file. Subsequent to this record check, I agree to report any incident to the Personnel Security Screening Office if I am arrested, charged or convicted of any criminal offence or any other federal or provincial statutory offence, including any suspension of driving privileges but excluding any ticket-only driving infractions or municipal by-law contraventions. This information is collected by the British Columbia Public Service under s.26(c) of FOIPPA. Any questions about the collection and use of this information can be directed to an HR Service Representative at the BC Public Service Agency by submitting a request at [AskMyHR](#), phoning: 1-877-277-0772 or writing to: Manager, Contact Centre Operations, BC Public Service Agency 810 Blanshard St. Victoria, B.C. V8W 2H2

I hereby release and forever discharge (i) His Majesty the King in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns, and (ii) His Majesty the King in Right of the Province of British Columbia and all employees and agents of the Province of British Columbia from any and all actions, causes of actions, claims, complaints and demands for any form of relief, damages, loss or injury which may hereafter be sustained by myself, howsoever arising from the above authorized disclosure of information and waive all rights thereto.

Applicant/Employee Signature

Date (Year, Month, Day)

PART 2 (To be completed by hiring manager)

Hiring Manager Surname		Hiring Manager Given name	
Ministry/Organization	Hiring Manager Phone Number	Hiring Manager Email Address (government email only)	

1. Initiate the criminal record check on this applicant by entering the information on this form into the Personnel Security Screening Office (PSSO) on-line service at this address: <https://justice.gov.bc.ca/pssso/>.

2. Record entry into PSSO on-line service.

<input type="checkbox"/> Check here to confirm criminal record check request entered into PSSO online service	Reference Number (from PSSO online service after submission)
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3. Scan the first page of this form and send it to the BCPSA using an [AskMyHR service request](#). Enter "Consent for Security Screening" in the subject line. Select "I am submitting this request as or on behalf of > A hiring manager". Then, in the second drop down, select "Hiring Process" then "CRC consent form" in the service list. Attach the scanned document. Securely destroy the original.

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NOTE:

- 1) Identity confirmation requirements. Originals (**NOT PHOTOCOPIES**) of your identification will be required by your hiring manager for verification.
- 2) In the event that you know that records will be discovered in the course of a search, please note directions below (under **Records**) for providing a submission for adjudication of a record.
- 3) Material collected under this consent may include other relevant law enforcement records as well as court records normally accessible to the public.

Identity Confirmation Requirements

A minimum of one primary and one secondary identification must be provided to the hiring manager for verification.

Primary ID	Secondary ID
Issued by ICBC: <ul style="list-style-type: none">• B.C. driver's licence or learner's licence (must have your photo)• B.C. Identification (BCID) card• B.C. services card (must have your photo) Issued by provincial or territorial government: <ul style="list-style-type: none">• Canadian birth certificate Issued by Government of Canada: <ul style="list-style-type: none">• Passport• Canadian Citizenship Card• Permanent Resident Card• Canadian Record of Landing/Canadian Immigration Identification Record	<ul style="list-style-type: none">• School ID card (student card)• Bank card (only if applicant's name is on card)• Credit card (only if applicant's name is on card)• Foreign birth certificate (a baptismal certificate is not acceptable)• Canadian or U.S. driver's licence• Naturalization certificate• Canadian Forces identification• Police identification• Foreign Affairs Canada or consular identification• Vehicle registration (only if applicant's signature is shown)• Picture employee ID card• Firearm Possession and Acquisition Licence• Social Insurance Card (new style without signature strip not acceptable)• Certificate of Indian Status• Parole Certificate ID• Correctional Service Conditional Release Card

Records

A criminal records check will only occur as the last stage before an offer is made. If you are aware that records will be discovered, consider preparing the following information for the purposes of adjudicating the record and have it ready to submit when it is requested by the Personnel Security Screening Office of the Ministry of Justice.

- 1) A description of the records including, date and nature of occurrence and subsequent charges, convictions or administrative penalties.
- 2) A rationale as to why these records should not be considered relevant for this position.
- 3) A description of changes that have occurred in your life that makes these records of less relevance.
- 4) The names and contact information of additional personal references.