



APPLICATION TO ENROL IN THE ONLINE SERVICE CRIMINAL RECORDS REVIEW PROGRAM

The Criminal Records Review Program (CRRP) will confirm your enrolment in writing to the contact person noted on this application form. There is no fee to enrol for the CRRP online service.

You must meet one of the following categories to enrol in the CRRP online service. If you do not meet one of the category options, please contact the CRRP for assistance.

Select one (✓):

- I am an employer (per the Criminal Records Review Act) organization and currently submit criminal record checks for our employees through the Criminal Records Review Program (\$28 fee per criminal record check)

Schedule Type for employer organizations only (choose one): A B C D E

OR

- I am a registered volunteer organization with the CRRP who has previously completed the Application for Registration of a Volunteer Organization – CCR016 (no fee applies per criminal record check)

ORGANIZATION INFORMATION

Organization Name:
Organization Contact person (criminal record checks resulting in a clearance are to be emailed to):
Title:
Name:
Phone: ( )
Email:
Mailing Address:
City: Province: Country: Postal Code:
Physical Address (if different from above):
City: Province: Country: Postal Code:

Works with (select one):
Select the default category of Criminal Record Check to be performed for your organization.
Children or Vulnerable Adults or Children and Vulnerable Adults

On behalf of the above noted organization, I hereby certify that I agree the terms and conditions for utilizing the CRRP online service to facilitate criminal record checks and requests to share criminal record check results on our employees or volunteers as applicable (working with children and/or vulnerable adults).

Name/Title Signature (on behalf of organization) Date Signed YYYY / MM / DD

Visit the Criminal Records Review Program online at:
http://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check
Email: criminalrecords@gov.bc.ca

Ministry of Public Safety and Solicitor General
Criminal Records Review Program
Policing and Security Programs Branch, Security Programs Division
PO Box 9217 Stn Prov Govt, Victoria BC V8W 9J1
Phone: toll-free 1-855-587-0185 Option #2 Fax: (250) 356-1889

## TERMS AND CONDITIONS FOR ORGANIZATIONS THAT ENROL IN THE CRRP ONLINE SERVICE

- CRRP will confirm enrolment of your organization in writing and provide a unique link to direct your employees or volunteers as appropriate to the online service
- If your organization has employees covered under the Criminal Records Review Act and volunteers, you must enrol two separate profiles for the online service, one for “employees” and one for “volunteers”
- If you enrol to conduct checks and sharing requests for employees, you must not utilize your unique link to the online service for volunteers and vice versa, if you enrol to conduct checks and sharing requests for volunteers, you must not utilize your unique link to the online service for employees
- Upon receipt of enrolment into the online service, the organization will direct employees or volunteers as appropriate to the CRRP online via the unique organization link
- The online service is offered to volunteers free of charge. For all other individuals, there is a \$28 processing fee which may be paid by credit card within the online service when submitting a request for a criminal record check
- There is no fee for an employee or volunteer to request to share a criminal record check result
- Individuals may request to share their results between one or more organizations registered with the Criminal Records Review Program
- If the online service electronic identity verification fails for any reason, or the criminal record check or sharing request cannot be completed online, the organization must re-confirm the ID of the applicant in person (see ID verification requirements) and submit the paper consent form by fax, email, or mail to the CRRP
- Should the designated contact person leave the organization, notify the CRRP immediately by telephone or email
- Misuse of the CRRP online service or disregard for the terms and conditions may result in suspension or cancellation of services

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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 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 V8W 9J1 or by phone at 1-855-587-0185.