



## To arrange a Draw-Down Account

Please provide the following information on your organization's letterhead:

- name of organization
- contact name
- mailing address
- area code and phone number
- specify in the letter your request: **to establish a draw-down account for criminal record check**

Along with the letter requesting a draw-down account be established, include sufficient payment. As a guideline, it is suggested that payment should be included for the number of criminal record checks needed for a minimum of two months. Each request for a criminal record check is \$20.00 (a non-refundable processing fee).

## Replenishing a Draw-Down Account

To add funds to your draw-down account, provide CRRP with:

- a certified cheque (made payable to the Minister of Finance); or
- a money order (made payable to the Minister of Finance); or
- your organization's VISA or MasterCard information using the Application for Pre-Authorized Credit Card Usage form. This form is to be provided — by mail or fax — to CRRP each time you add funds to your draw-down account by credit card. The form may be downloaded from:

[www.pssg.gov.bc.ca/criminal-records-review/shareddocs/creditcard.pdf](http://www.pssg.gov.bc.ca/criminal-records-review/shareddocs/creditcard.pdf)

## Using your established Draw-Down Account

**Manual CRC requests:** When you submit CRC request(s) to CRRP and wish to make payment from your draw-down account, include with the CRC request form the following information on your organization's letterhead:

- name of organization
- contact name
- mailing address
- area code and phone number
- specify in the letter your request: **to draw from an established draw-down account for criminal record check**
- list the individual(s) for criminal record check to be completed

**Online CRC requests:** If you are submitting CRC request(s) via CRRP's Criminal Record Check Online and you have an established draw-down account, funds will automatically be withdrawn accordingly.

## Monthly Statements

Your organization will receive a monthly statement from the Criminal Records Review Program reporting the balance of your account. It is the organization's responsibility to monitor the account to ensure the account has sufficient funds.