



Please confirm that the below documentation is attached with the submission. Do not attach documentation for a Secondary Contact if you do not require one.

Primary Authorized Contact

Secondary Contact (if necessary)

Applicable Authorized Contact Consent Form
Copy of Two Pieces of I.D.
Passport quality photo is attached

Applicable Authorized Contact Consent Form
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Passport quality photo is attached

ORGANIZATION INFORMATION

Organization Name:
General Email: Phone:
Email for CRC Results to be sent to:
Mailing Address:
City: Province: Country: Postal Code:
Physical Address (if different from above):
City: Province: Country: Postal Code:

AUTHORIZED CONTACT

Authorized Primary Contact Name:
Title:

AUTHORIZED SECONDARY CONTACT

Authorized Secondary Contact Name:
Title:

ENROL IN THE CRRP ONLINE SERVICE

Yes, please enrol our organization for the CRRP online service (recommended option for a quicker turn-around time to process a criminal record check or sharing request).
No, please do not enrol our organization into the CRRP online service at this time (forms must be submitted manually).
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 to the terms and conditions for utilizing the CRRP to facilitate criminal record checks on our employees, contractors, or students (working with children and/or vulnerable adults), including the attached terms and conditions for enrolment in the CRRP online service, as applicable.

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

TERMS AND CONDITIONS FOR EMPLOYERS THAT ENROL IN THE CRRP ONLINE SERVICE

- Upon completion of the Authorized Contact Consent To A Criminal Record Check Form, the CRRP will confirm enrolment of your organization in writing. If you have requested to enrol in the online service, your organization will be provided a unique link and access code. The access code must be provided to employees from an authorized contact.
- If your organization has volunteers covered under the *Criminal Records Review Act* and employees, you must enrol two separate profiles for the online service, one for “volunteers” and one for “employees”.
- If you enrol to conduct checks and sharing requests for volunteers, you must not utilize your unique link to the online service for employees and vice versa, if you enrol to conduct checks and sharing requests for employees, you must not utilize your unique link to the online service for volunteers.
- Upon confirmation of enrolment into the online service, your organization will direct employees as appropriate to the CRRP online service via the unique website link reserved for employees.
- 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 a volunteer or employee to request to share a criminal record check result.
- Individuals may request to share their results between one or more organizations registered with the CRRP.
- 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 Authorized Contact leave the organization, have a new Authorized Contact complete the Organizations Account Information Update process.
- Misuse of the CRRP online service or disregard for the terms and conditions may result in suspension or cancellation of services.

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.