



Process change and helpful hints for the Ministry of Children and Family Development (MCFD) Staff, Delegated Aboriginal Agencies Staff and Contracted Agencies Staff

Important information regarding new form submission:

- Please note that as of **December 1, 2016**, any consent to criminal record check forms received by the Criminal Records Review Program (CRRP) for employees of MCFD, Delegated Aboriginal Agencies, or Contracted Agencies and for approved foster caregivers that are not on form #CRR011 **will not be accepted or processed by our office**. Any forms submitted into the CRRP on the old CRR010 form, will be shredded.
- The new CRR011 form must be submitted with both pages **1 and 2** completed in full and in numerical order.
- **For the best results we recommend having the applicant use a computer to complete the PDF form then print and sign the form.**
- Please be aware if you are emailing the consent form (CRR011) into criminalrecords@gov.bc.ca your file must be either PDF and/or TIFF format with no special characters in the file name, no spaces and in the correct numerical order. As well must be scanned in one document (Pages 1 and 2, **no coversheet or ID is required**). As a suggestion we recommend using the applicants name for the file name (Ex: JOHNSMITH or JANEDOE).
- If you are faxing the consent forms (CRR011) to the NEW and only fax line (250-953-0408) please make sure you are including pages 1 and 2 in order and all in the same scan into the fax machine. (**no coversheet or ID is required**).

For any questions regarding MCFD's criminal record check requirements, including the Consolidated Criminal Record Check process, please review MCFD's *Frequently Asked Questions and Answers for Social Workers* and the *Criminal Record Check Policy and Procedures for Caregivers*. For Contracted Agencies, please refer to MCFD's *Policy and Standards for the Assessment and Approval of Caregivers by Contracted Agencies*.