



Criminal Records Review Program (CRRP) Volunteer Organization Registration Form

To register with the program, volunteer organizations must:

- Be a specified organization under the *Criminal Records Review Act* (CRRA)
- Not provide money to their volunteers for their service
- Have volunteers who work with or have potential unsupervised access to children and/or vulnerable adults

This questionnaire helps us determine whether your organization can register with our program. If you are unsure how to respond, please contact our client service centre.

Are you a specified organization under the CRRA?

Section 1 of the CRRA defines which specified organizations can enroll with our program. Under the CRRA, a specified organization must provide a benefit or service to children or vulnerable adults.

Please select one option that best describes your organization:

- My organization provides a benefit or service to children
- My organization provides a benefit or service to vulnerable adults
- My organization provides a benefit or service to children and vulnerable adults
- My organization does not provide a benefit or service to children or vulnerable adults

Please select one option that best describes your organization:

- A non-profit organization
- A childcare facility or daycare
- A health board, hospital, or care facility
- A school board or education authority
- An organization or person who receives operating funds from the province
- A mainly government-owned corporation
- A provincial government ministry or related agency
- A registered health professional or social worker
- A municipality
- A post-secondary institution
- None of these options apply to my organization

Do your volunteers receive money for their services?

The CRRA defines a “volunteer” as an individual who:

- Voluntarily provides service to a registered specified organization
- Receives no money to compensate for that service

Please select one option that best describes your volunteers from the list below.

- Our volunteers do not receive money to compensate for their service
- Our organization compensates our volunteers for their service with money

Do your volunteers work with or have potential unsupervised access to children or vulnerable adults?

To access our program, your volunteers must:

- Work with children or vulnerable adults, *or*
- Have potential unsupervised access to children or vulnerable adults in their day-to-day work

The CRRA defines a “child” as an individual under 19. The CRRA defines a “vulnerable adult” as an individual 19 and over who is receiving ongoing, non-emergency health services.

Please select one option that best describes your volunteers from the list below.

- My volunteers work with, or have potential unsupervised access to, children
- My volunteers work with, or have potential unsupervised access to vulnerable adults
- My volunteers work with, or have potential unsupervised access to, children and vulnerable adults
- My volunteers do not work with, or have potential unsupervised access to, children and vulnerable adults

Please tell us how your volunteers will work with children or vulnerable adults:

Once your organization registers with the CRRP, your existing volunteers must undergo criminal record checks through our program within a year.

CRRP may ask your organization to provide further documentation to assist us in determining your eligibility for our program

ORGANIZATION INFORMATION			
Organization Name:			
Phone:			
Organization Email for Receiving Record Check Results:			
Mailing Address:			
City:	Province:	Country:	Postal Code:
Physical Address (if different from above):			
City:	Province:	Country:	Postal Code:
Organization Volunteers Work With (select one): Select the default category of Criminal Record Check to be performed for your organization. <input type="checkbox"/> Children or <input type="checkbox"/> Vulnerable Adults or <input type="checkbox"/> Children and Vulnerable Adults			
AUTHORIZED PRIMARY CONTACT			
Authorized Primary Contact Name:			
Job Title:			
Date of Birth (Year/Month/Date):			
Personal Organization Email:			
AUTHORIZED SECONDARY CONTACT			
Authorized Secondary Contact Name:			
Job Title:			
Date of Birth (Year/Month/Date):			
Personal Organization Email:			
AUTHORIZED SECONDARY CONTACT			
Authorized Secondary Contact Name:			
Job Title:			
Date of Birth (Year/Month/Date):			
Personal Organization Email:			

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 Criminal Records Review Program.

Telephone: 1-855-587-0185 (Option 2)

Email: criminalrecords@gov.bc.ca

Website: <https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/employer-organizations>

**Ministry of Public Safety and Solicitor General
Criminal Records Review Program**

Terms and Conditions for Volunteer Organizations that Enrol in the CRRP

- The CRRP will confirm registration of your organization by email. Your organization will be provided a unique link and access code. Only authorized contacts should provide access codes to volunteers to initiate checks.
- As a registered volunteer organization, you are obligated to have existing volunteers undergo criminal records checks with the CRRP within a year from your registration date.
- If your organization has volunteers and employees covered under the Criminal Records Review Act, 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 use your unique link to the online service for volunteers for employee checks.
- Upon confirmation of enrolment into the online service, your organization will direct volunteers to the CRRP online service via the unique website link reserved for volunteers.
- The online service is offered to volunteers free of charge. For employees, 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.
- Individuals may request to share their results between one or more organizations registered with the CRRP. There is no fee for a volunteer or employee to request to share a criminal record check result.
- 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 identity of the applicant in person 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.

On behalf of the above noted organization, I hereby certify that I agree the terms and conditions for using the Criminal Records Review Program (CRRP) to facilitate criminal record checks on our volunteers who work with children and/or vulnerable adults, including the attached terms and conditions for enrolment in the CRRP online service.

Name

Signature (on behalf of organization)

Date Signed (YYYY/MM/DD)