

Dear Applicant:

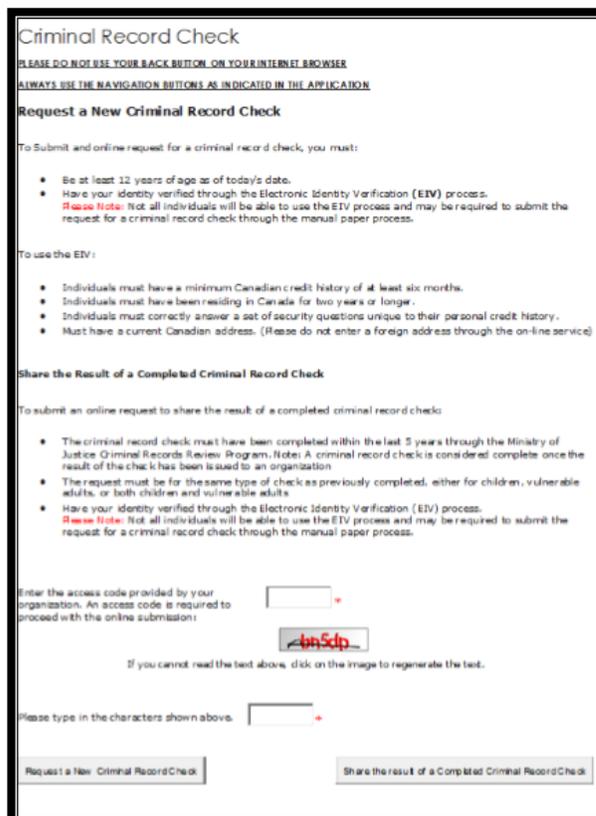
All volunteers with Mission Public Schools are required to complete a Vulnerable Criminal Record Check through the Criminal Records Review Program (CRRP). These CRC's are effective for 5 years and there is no cost associated with the check.

*In accordance with the Criminal Records Review Act, Applicants for volunteering, section 24.4:  
(1) Before working with children or working with vulnerable adults as a volunteer with a registered specified organization, an individual must provide to the registered specified organization a criminal record check authorization or a criminal record check verification authorization, as applicable.*

Please visit the link below to complete your CRC. The access code is also required when proceeding with the online submission. In order to assist in successful completion, please ensure you read the guide below and have all your documents ready before clicking on the link.

Online Link: <https://justice.gov.bc.ca/eCRC/>  
Access Code: **HBQJCL7GSA**

Once you type in the link, the screen below will be displayed:



The screenshot shows the 'Criminal Record Check' web application interface. At the top, it says 'PLEASE DO NOT USE YOUR BACK BUTTON ON YOUR INTERNET BROWSER' and 'ALWAYS USE THE NAVIGATION BUTTONS AS INDICATED IN THE APPLICATION'. The main heading is 'Request a New Criminal Record Check'. Below this, it lists requirements for submitting an online request, such as being at least 12 years old and having identity verified through the EIV process. It also lists requirements for using the EIV process, including having a minimum Canadian credit history and a current Canadian address. There are two main sections: 'Request a New Criminal Record Check' and 'Share the Result of a Completed Criminal Record Check'. At the bottom, there are two buttons: 'Request a New Criminal Record Check' and 'Share the result of a Completed Criminal Record Check'. A CAPTCHA is visible, showing the text 'bn5clp' and a prompt to type the characters shown above.

Enter in the access code that was provided above. Then enter the characters shown in the image. Once this is complete, select “Request for a New Criminal Record Check”.

**Important note: Please do not use the back buttons on your browser.**

After selecting “Request for a New Criminal Record Check”, the organization information will be displayed:

Once you have confirmed the organization information displayed is the organization for which you wish to complete the criminal record check, select “Next”.

The screenshot shows a web page titled "Criminal Record Check" with a breadcrumb trail: "Criminal Record Check Home Page > Organization Details". On the left, there is a navigation menu with links: "Who Must Have a Criminal Record Check under the Criminal Records Review Act", "Offences Reviewed Under the Act", "Organization and Applicant Responsibilities", "Apply for a Criminal Record Check - Application Form, Schedule Types and Payment", "Application Processing Policies", "Criminal Record Check Results, Reconsiderations and Appeals", and "Resources" (with sub-links for "Legislation and Resources", "About Us", and "Contact Us"). The main content area is titled "Criminal Record Check" and contains "Organization Information" for "BARDS ON TOPLAND" with address: "307 876", "1-2076 ENGLISH CREST", "LANGLEY", "BRITISH COLUMBIA", "CANADA", "V5A 4C2", and "EMPLOYEE". Below this, there is a warning: "If the information above does not appear to match the organization that has requested that a criminal record check be completed, please do not proceed and contact the organization that has requested the criminal record check." A note states: "For volunteers completing a request for a criminal record check, no payment is required. For all other applicants, a fee payable by credit card (Visa, MasterCard or AMEX) is required. Please have your credit card information ready." A final note says: "Once the criminal record check is complete, the organization listed above will receive the results." At the bottom, there is a consent statement: "By selecting Next, you are consenting to have your information released to the organization." There are "Cancel" and "Next" buttons at the bottom right.

The screenshot shows a web page titled "Consent Information" with a breadcrumb trail: "Under the Act > Organization and Applicant Responsibilities > Apply for a Criminal Record Check - Application Form, Schedule Types and Payment > Application Processing Policies > Criminal Record Check Results, Reconsiderations and Appeals > Resources > Legislation and Resources > About Us > Contact Us". The main content area is titled "Consent Information" and contains the text: "Consent to a Criminal Record Check". It lists several points: "I hereby consent to a check for records of criminal convictions to determine whether I have a conviction or outstanding charge for any relevant or specified offences under the Criminal Records Review Act.", "I hereby authorize the release to the Deputy Registrar any documents in the custody of the police, the court and crown counsel relating to an outstanding charge or conviction of any relevant or specified offence as defined under the Criminal Records Review Act.", "Where the results of this check indicate that a criminal record or outstanding charge for a relevant or specified offence may exist, I agree to provide my fingerprints to verify any such criminal record.", "The Deputy Registrar will notify me and my organization that I have an outstanding charge or conviction for any relevant or specified offence(s) and the matter has been referred to the Deputy Registrar.", "The Deputy Registrar will determine whether or not I present a risk of physical or sexual abuse to children and/or physical, sexual or financial abuse to vulnerable adults as applicable.", "The Deputy Registrar's determination will be disclosed to my organization and it will include consideration of any relevant or specified offence for which I have received a pardon.", "If I am charged with or convicted of a relevant or specified offence at any time subsequent to the criminal record check authorized herein, I further agree to report the charge or conviction to my organization and provide my organization, in a timely manner, with consent to conduct a Criminal Record Check form." Below this, there are two consent sections: "I have read and understand the above:  Yes  No" and "Consent to Release Personal Information: I hereby consent to the release of my personal information to Equifax for the confirmation of the personal information I have entered in this form. I have read and understand the above:  Yes  No". A note at the bottom states: "FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPPA): 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 any questions about the collection of your personal information, please contact the Policy Analyst, Criminal Records Review Program, PO Box 9217 5th Prov Govt, Victoria, BC V8V 0T1 or by phone at (250) 387-2896." There are "Cancel" and "Next" buttons at the bottom right.

This page contains the consent information. You must select “Yes” in both places indicated on this screen to give your consent to do the criminal record check and to give your consent to releasing personal information to Equifax for the purpose of confirming your identity only. The Equifax service is called EIV (electronic identify verification).

Select “Next” to proceed.

**Criminal Record Check**

*All fields marked with a red asterisk (\*) are required.*

**Applicant Information**

Name: [Field]  
 First Name: [Field]  
 Middle Name: [Field]  
 Last Name: [Field]  
 Date of Birth: [Field]  
 Sex: [Field]  
 Applicant's License #: [Field] \*

**Applicant's License**

Province: [Field]  
 License Number: [Field]

**Other Names Used** (eg. under name both side or previous marital name)

Name: [Field]  
 First Name: [Field]  
 Middle Name: [Field]  
 Last Name: [Field]

Please accurately and truthfully complete the applicant information on the data entry form.

All mandatory fields are marked with a red asterisk (\*).

Note: Please provide your valid or expired driver's license number if you have one as this may assist in expediting the criminal record check process.

Check over the information you have entered for accuracy. Make any corrections that are necessary. If for any reason you wish to cancel the request for criminal record check, you may select the Cancel button.

To proceed, select "Next".

**Contact Information** (If you at current address is less than 24 months, please include at least 1 previous address)

**Current Address**

Name: [Field]  
 City: [Field]  
 Country: [Field]  
 Province: [Field]  
 Postal Code: [Field]  
 Time at Address: [Field]  
 Contact Phone #: [Field]

**Previous Address Information**

Name: [Field]  
 City: [Field]  
 Country: [Field]  
 Province: [Field]  
 Postal Code: [Field]  
 Time at Address: [Field]

[Cancel] [Next]

This page will display all the information that you have entered. Please review carefully.

Criminal Record Check Home Page > Organization Search > Complete > Data Entry Form > Review Check

### Criminal Record Check

**Applicant Information**

Surname:	TESTWRET
First Name:	ROFLINE
Middle Name:	
Date of Birth:	04/10/1972
Gender:	F
Birth Place: (City, Province/State, Country):	5000000
Driver's License #: (Lapsed or Expired):	5123456
Driver's License Province of Issue:	BRITISH COLUMBIA
Applicant's Professional Title:	Senior
Category of Offense:	0463000

**Other Names Used**  
(i.e. maiden name and name of previous marriages)

Surname:	
First Name:	
Middle Name:	
Surname:	
First Name:	
Middle Name:	
Surname:	
First Name:	
Middle Name:	

**Contact Information**

Mailing Address:	100 ALBERT ST NE
City:	EDMONT
Country:	CANADA
Province:	ALBERTA
Postal Code: (XXX XXX)	T4S 0S0
Time at Address: (Months):	25

**Resources**

- Legislation and Regulations
- About Us
- Contact Us

Select "Next" to proceed to identity verification (EIV).

Time at Address: (Months): 25  
Contact Phone #: (xxx-xxx-xxxx) 416-221-0046

**Previous Address Information**

Mailing Address:

City:  
Country:  
Province:  
Postal Code: (XXX XXX)  
Time at Address: (Months):

Mailing Address:

City:  
Country:  
Province:  
Postal Code: (XXX XXX)  
Time at Address: (Months):

**Organization Information**

Organization Name:	BARRIS IN TOWNLAND
Address Line 1:	JOY BVE
Address Line 2:	1-20799 BARLESIGH CREST
City:	LANGLEY
Province:	BRITISH COLUMBIA
Country:	CANADA
Postal Code:	V3A 4C3
Role:	EMPLOYEE

If any corrections are required to the information presented above, select the Back button below. Select Next to proceed with identity verification.

Back Cancel Next

This page will display identity verification questions (based on your Canadian credit history).

Questions will be written in a way that only you will know the answer.

Please answer all the questions to proceed.

The screenshot shows a form titled "Criminal Record Check" with a sidebar menu on the left. The sidebar includes links for "Who Must Take a Criminal Record Check", "Offences Screened under the Act", "Organization and Applicant Responsibilities", "Apply for a Criminal Record Check", "Application Fees, Schedule Types and Payment", "Application Processing Policies", "Criminal Record Check Results, Recommendations and Appeals", "Resources", "Legislation and Related", "About Us", and "Contact Us". The main content area is titled "Identity Verification Questions" and contains several multiple-choice questions about credit cards, phone numbers, and business extensions. At the bottom, there are "Print" and "Next" buttons.

If for some reason you are unable to complete the EIV portion of your application – this screen will appear.

It will list all the information you entered and prompt you to print off the page and submit your application manually.

Remember to sign and date the bottom of the form.

You are required to take this form to your associated school and have your ID checked manually. You must provide a primary ID (BC Driver's License, BC Services Card, Passport, etc.) and a secondary ID (Bank card, credit card, school identification card, etc.).

The screenshot shows a form titled "ID Verification - To be completed by the requesting Organization". It contains a declaration section where the organization certifies that it has verified the applicant's Primary and Secondary ID. Below this is a signature and date line. The "Payment Information" section states that a \$28 fee is payable by credit card and provides a link to the application for pre-authorized credit card usage. A list of consent terms follows, including agreement to a criminal record check, release of information to the Deputy Registrar, and reporting of future charges. A "FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPPA)" section explains that the information is collected under the Criminal Records Review Act and the FOIPPA. At the bottom, there are lines for "Applicant Signature" and "Date".

If you successfully complete the online authorization, the CRC result will be sent directly to our HR department.

Please do not hesitate to contact Human Resources at [HR@mpsd.ca](mailto:HR@mpsd.ca) if you have any questions or concerns.

**Thank for you volunteering at Mission Public Schools!**