

Dear Applicant:

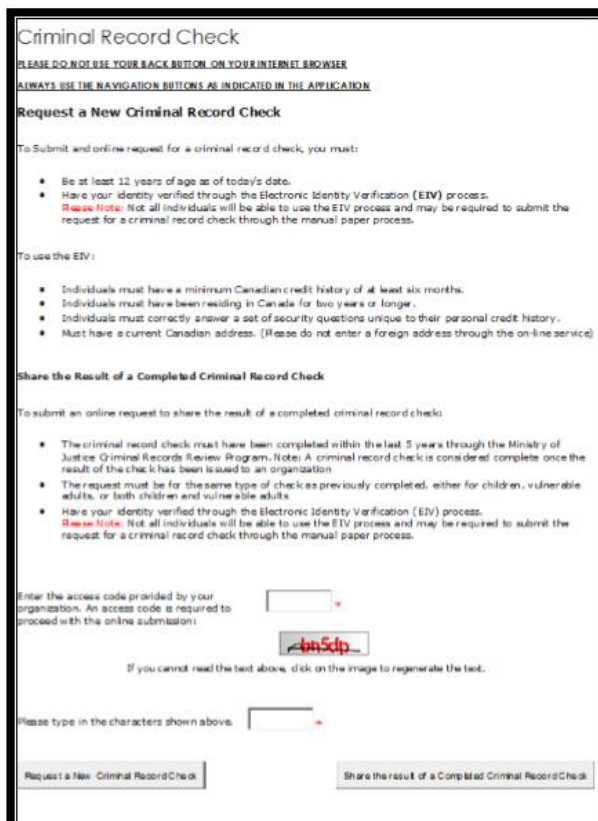
All volunteers with Mission Public Schools are required to complete a Vulnerable Criminal Record Check through the Criminal Records Review Program (CRRP). These CRC's are effective for 5 years and there is no cost associated with the check.

*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 includes a 'Please Note' about manual paper process. There are sections for 'To use the EIV:' and 'Share the Result of a Completed Criminal Record Check'. At the bottom, there are input fields for an access code and a CAPTCHA image, along with buttons for 'Request a New Criminal Record Check' and 'Share the result of a Completed Criminal Record Check'.

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 navigation menu on the left. The main content area is divided into two columns. The left column contains a list of 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 right column is titled "Criminal Record Check" and contains "Organization Information" for "BARCS DE TORONTO". The information includes: Organization Name: BARCS DE TORONTO; Address Line 1: 1-1070 GARDNER STREET; City: LANSLEY; Province: BRITISH COLUMBIA; Country: CANADA; Postal Code: V5A 4C2; Role: EMPLOYEE. Below this information is a disclaimer: "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." There is also a note for volunteers: "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 states: "Once the criminal record check is complete, the organization listed above will receive the results. By selecting Next, you are consenting to have your information released to the organization." At the bottom of the page are two buttons: "Cancel" and "Next".

The screenshot shows a web page titled "Consent Information" with a navigation menu on the left. The main content area contains several sections. The first section is "Consent to a Criminal Record Check" with three bullet 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"; and "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 second section is "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 third section is "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 fourth section is "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;". The fifth section is "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 these sections are two consent questions: "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". At the bottom of the page is a "FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPPA)" notice: "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 Stn Prov Govt, Victoria, BC V8V 0T1 or by phone at: (250) 387-2896." At the bottom of the page are two buttons: "Cancel" and "Next".

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**

Surname: [Text Field] \*  
 First Name: [Text Field] \*  
 Middle Name: [Text Field] \*  
 Date of Birth: (YYYYMMDD) [Text Field] \*  
 Gender:  Male  Female  Other \*  
 Driver's License: (Complete or Expired) [Text Field] \*  
 Driver's License Province of Issue: [Dropdown Menu] \*  
 Applicant's Profession/Job Title: [Text Field] \*  
 Category of Offense: [Dropdown Menu] \*  
 Other Records Check (By under name with date in parentheses (MM/DD/YYYY))

**Records**

Convictions and Sentences  
 Road ID  
 Contact ID

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 more than one address in last 24 months, please include at least 1 previous address)

Mailing Address: [Text Field] \*  
 City: [Text Field] \*  
 Country: [Dropdown Menu] \*  
 Province: [Dropdown Menu] \*  
 Postal Code: (XXXX XXX) [Text Field] \*  
 Time at Address: (Months) [Text Field] \*  
 Contact Phone #: (xxx-xxx-xxxx) [Text Field] \*

**Previous Address Information**

Mailing Address: [Text Field]  
 City: [Text Field]  
 Country: [Dropdown Menu]  
 Province: [Dropdown Menu]  
 Postal Code: (XXXX XXX) [Text Field]  
 Time at Address: (Months) [Text Field]

Mailing Address: [Text Field]  
 City: [Text Field]  
 Country: [Dropdown Menu]  
 Province: [Dropdown Menu]  
 Postal Code: (XXXX XXX) [Text Field]  
 Time at Address: (Months) [Text Field]

[Cancel] [Next]

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

Criminal Record Check Home Page > Organization Details > Contact > Data Entry Form > Review Details

**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):	VANCOUVER
Driver's License #: (United States):	5123456
Driver's License Province of Issue:	BRITISH COLUMBIA
Applicant's Fulltime/Part Time:	Parttime
Category of Offense:	0462000

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**Other Names Used**  
(i.e. maiden name, birth name, or previous married names)

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

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**Contact Information**

Mailing Address:	333 ALBERT ST W
City:	VANCOUVER
Country:	CANADA
Province:	BRITISH COLUMBIA
Postal Code (XXXX-XXXX):	V6B 3K9
Time at Address (Months):	25

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

Time at Address (Months): 25  
Contact Phone #: (XXX-XXX-XXXX) 410-221-0046

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**Previous Address Information**

Mailing Address:

City:

Country:

Province:

Postal Code (XXXX-XXXX):

Time at Address (Months):

Mailing Address:

City:

Country:

Province:

Postal Code (XXXX-XXXX):

Time at Address (Months):

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**Organization Information**

Organization Name:	BARRIS IN TOWNLAND
Address Line 1:	301 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 web form titled "Criminal Record Check". On the left, there is a navigation menu with options like "Home", "Apply for a Criminal Record Check", "Application Form, Schedule Terms and Payment", "Application Processing Policies", "Criminal Record Check Results, Recommendations and Appeal", "Resources", "Application and Release", "About Us", and "Contact Us". The main content area is titled "Identity Verification Questions" and contains several sections of multiple-choice questions. The first section asks about credit cards used between September 2012 and September 2013, with options like "0000 Correct: false", "0000 00 Correct: false", "0010 Correct: false", "0000 00001 INC. Correct: true", and "NONE OF THE ABOVE Correct: false". The second section asks about phone numbers currently or previously used, with options like "00000000 Correct: false", "00000000 Correct: false", "00000000 Correct: false", "00000000 Correct: false", and "NONE OF THE ABOVE Correct: true". The third section asks about business extensions, with options like "0000 Correct: false", "0000 Correct: false", "0000 Correct: false", "0000 Correct: false", and "NONE OF THE ABOVE Correct: true". The fourth section asks about SIN numbers, with options like "00000 Correct: false", "00000 Correct: false", "00000 Correct: false", "00000 Correct: false", and "NONE OF THE ABOVE Correct: true". At the bottom of the form, there are "Previous" 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 certification statement: "I certify that I \_\_\_\_\_ have verified the applicant's Primary and Secondary ID as outlined in the CRRP ID Verification Requirements (for a complete list of acceptable ID and organization responsibilities, please visit <http://www.psqg.gov.bc.ca/criminal-records-review/responsibilities/index.htm>)". Below this is a line for "Signature: \_\_\_\_\_" and "Date: \_\_\_\_\_". The "Payment Information" section states: "For volunteers completing a request for a criminal record check, no payment is required. For all other applicants, a \$28 fee payable by credit card (Visa or MasterCard) is required. If payment is required, please submit an Application for Pre-Authorized Credit Card Usage with this form. The Application for Pre-Authorized Credit Card usage is available online at <http://www.psqg.gov.bc.ca/criminal-records-review/shareddocs/creditcard.pdf> Consent to a Criminal Record Check". This is followed by a list of consent items: "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 is a section for "FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP/PA): 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 (FOIP/PA). 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 FOIP/PA. If you have any questions about the collection of your personal information, please contact Criminal Records Review Program, PO Box 9217 Stn Prov Govt, Victoria, BC V8V 9J1 or by phone at (250) 387-2896." 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 me if you have any questions or concerns.

Yours truly,

A handwritten signature in black ink, appearing to read "J. Boutilier". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Jane Boutilier, CPHR, SHRM-SCP  
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